

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
PROGRAM AGREEMENT
BETWEEN THE CITY OF ORLANDO, FLORIDA
AND
REBUILDING TOGETHER OF CENTRAL FLORIDA, INC.**

THIS CDBG AGREEMENT (hereinafter the “Agreement”) is made and entered into by and between the **City of Orlando**, a Florida municipal corporation, with a principal address of 400 South Orange Avenue, Orlando, Florida, 32801, (hereinafter referred to as the "City"), and **Rebuilding Together of Central Florida, Inc.**, a Florida not-for-profit corporation, d/b/a/ Rebuilding Together Orlando, with a mailing address of 1096 Rainer Drive, Suite 1002, Altamonte Springs, FL 32714 (hereinafter referred to as “Rebuilding” or “Subrecipient”).

WITNESSETH:

WHEREAS, the Community Development Block Grant Program (“CDBG”) is administered by the United States Department of Housing and Urban Development (“HUD”);

WHEREAS, the City is an entitlement community that receives CDBG funds awarded under the Housing and Community Development Act of 1974, in furtherance of its goal of promoting community development, improving public facilities, and improving permanent residential structures as further detailed in the Consolidated Plan for Housing and Community Development Programs 2016-2020;

WHEREAS, Rebuilding is a private not-for-profit corporation that works collaboratively with community organizations and volunteers to preserve affordable housing, increase homeowner independence, and lower energy consumption for low-income homeowners;

WHEREAS, Rebuilding submitted a proposal to utilize **Two Hundred Thirty-Nine Thousand Five Hundred Eighty-Seven Dollars (\$239,587.00)** in FY2019-2020 and FY 2020-21 CDBG funds to provide roof replacements to approximately seventeen (17) homes owned and occupied by low-income homeowners in the Orlando city limits;

WHEREAS, CDBG funds for rehabilitation is an eligible activity under the CDBG Program in accordance with 24 CFR §570.202(a)(1). It is a housing activity and meets a national objective as required under 24 CFR §570.200(a)(2) and 24 CFR §570.208(a)(3); and

WHEREAS, the parties desire to enter into this Agreement in order to ensure compliance with the requirements of the CDBG regulations by Rebuilding and to secure other promises of Rebuilding regarding the use of the funds to benefit low-income persons as defined under the standards of eligibility established by HUD and adjusted annually, a copy of which current 2020 eligibility income levels are attached hereto as **Exhibit “A”** and incorporated herein by reference.

NOW THEREFORE, in consideration of the mutual covenants and agreements contained herein, and for other good and valuable consideration, the sufficiency and receipt whereof being hereby acknowledged, the City and Rebuilding agree as follows:

SECTION 1: SCOPE OF SERVICES AND USE OF FUNDS

1. **Recitals.** The recitals set forth above are true and correct and are incorporated herein and made a part of this Agreement.

2. **National Objectives and Use.** Rebuilding certifies that the rehabilitation (i.e. re-roofing) activities carried out with the funds provided under this Agreement will meet the CDBG program national objective of benefiting low- and moderate-income persons as required under 24 CFR §570.200(a)(2) and 24 CFR §570.208(a)(3).

3. **CDBG funds.** Under the terms and conditions of this Agreement, the City has allocated a subaward to Rebuilding in the amount of **Two Hundred Thirty-Nine Thousand Five Hundred Eighty-Seven Dollars (\$239,587.00)** in FY 2019-2020 and FY 2020-2021 CDBG funds to be used in accordance with all requirements imposed by federal statutes, regulations and the terms of this Agreement towards the rehabilitation costs (roof replacement) for low-income homeowners. Pursuant to 2 CFR §200.331, the required Subaward information is attached as **Exhibit “B”**. Any funds remaining unexpended or not disbursed to Rebuilding by the City as of the Completion Date (as later defined) of this Agreement may be deobligated from this Agreement and made available for other City projects as determined by the City.

4. **Statement of Work/Project Description.** Rebuilding will use these CDBG funds towards the rehabilitation (roof replacement) of approximately seventeen (17) low-income homeowners so that it prevents further deterioration of their homes and allows these homeowners to continue living in their homes (the “Project”). The Budget for this Project is attached as **Exhibit “C”** and made a part hereof by this reference. Rebuilding will select the seventeen (17) homes for roof replacement in the city limits of Orlando and income qualify the homeowners. Once Rebuilding has qualified the homeowner’s income, the income packet shall be submitted to the Housing and Community Development Department (“HCD”) for review and approval. Household income will be calculated using the Part 5 definition of income (24 CFR § 5.609). Once eligibility has been approved and the environmental completed by HCD, Rebuilding will be notified that advertisement for sealed bids can begin. Rebuilding will provide HCD with all procurement support for HCD’s approval (i.e. advertisement, bid package, and contractor bids) prior to entering into third party contracts.

5. **Goals and Performance Measures; Implementation Schedule.** During the term of this Agreement, Rebuilding agrees to work diligently towards the completion of the Project and complete the Project by September 30, 2021. Rebuilding shall complete a minimum of one to two roofs a month until the seventeen (17) roofs have been completed. If one roof is not completed each month, the City will review Rebuilding’s progress and its inability to meet this performance indicator and it will factor into the City’s determination of non-compliance. HUD requires the City to timely spend its CDBG funds. Therefore, it is critical that Rebuilding complies with these time deadlines. Time is of the essence. Rebuilding’s failure to work diligently toward timely completing the Project and incidents of non-performance may result in conditions being placed on the grant

funds, suspension of grant funds, or the City may cease disbursing funds pursuant to this Agreement so that the City can reallocate the funds for other uses or projects.

6. **Expenditure of Funds/Budget.** Rebuilding shall use the CDBG funds for eligible expenses permitted under the CDBG regulations, as set forth in 24 CFR Part 570 and in accordance with the Budget attached hereto as **Exhibit “C”** and made a part hereof by this reference. The City may require a more detailed budget breakdown than the Budget attached hereto, and Rebuilding shall provide such supplementary budget information in a timely fashion and in the form and content as may be prescribed by the City. The City may also require changes in line items, or approve other budgetary changes within the total award amount. Any supplementary budget information or budget changes must be approved in writing by the Housing Program Manager and Housing Director or designee. Expenditures shall be directly attributable to the Project. Rebuilding shall be responsible for any cost overruns over **\$239,587.00**. Rebuilding shall not use any CDBG funds for prohibited activities as set forth in 24 CFR §570.207 and is also prohibited from using these subaward funds or personnel employed in the administration of activities under this Agreement for political activities, inherently religious activities, or lobbying. If the Housing Director, in its sole discretion, determines that Rebuilding is not utilizing the CDBG funds in accordance with this Agreement, the Housing Director may reduce or otherwise alter the funding amount of the Agreement. Any of the CDBG funds allocated to Rebuilding for this Project which are not expended within the term of this Agreement shall be retained by the City. Rebuilding will not be reimbursed by the City for any Project costs or expenses not incurred within the term of this Agreement.

Notwithstanding anything to the contrary in this Agreement, the City also reserves the right to request and approve documentation supporting any requests for reimbursement to verify the reasonableness and validity of such costs and said Budget may be modified by the City accordingly. Rebuilding acknowledges and agrees that any funds not used in accordance with this Budget and permitted CDBG regulations must be repaid to the City.

7. **Performance Monitoring.** The City will monitor Rebuilding’s performance as necessary and in accordance with 2 CFR §200.327-.332 to ensure Rebuilding’s compliance with the terms of this Agreement, including the timeframes and performance standards as required herein. Further monitoring requirements are set forth in Section 2 herein. Substandard performance as determined by the City will constitute non-compliance with this Agreement. If action to correct such substandard performance is not taken by Rebuilding within thirty (30) days after being notified by the City, the City may impose additional conditions on Rebuilding and its use of funds, suspend or terminate this Agreement, or initiate other remedies for noncompliance as appropriate under 2 CFR §200.338. Rebuilding must return any CDBG funds within 5 days of the HCD Director’s written request.

8. **Term.** This Agreement shall be in effect for the period commencing October 1, 2020 and terminating on September 30, 2021 (“Completion Date”). Costs may not be incurred after September 30, 2021. Notwithstanding anything herein to the contrary, Rebuilding’s obligations to the City shall not end until all close-out requirements are completed, including, but not limited to, such things as making final payments, disposing of program assets, retention of records, and use and maintenance requirements for any real property. Also, notwithstanding the foregoing, the term of this Agreement and the provisions herein shall be extended to cover any additional time period during which Rebuilding remains in control of CDBG funds or other assets, including Program

Income or for any HUD audits requiring repayment of any funds unlawfully spent under this Agreement.

SECTION 2: ADMINISTRATIVE REQUIREMENTS

1. **Applicable Laws and Regulations.** Rebuilding shall comply with the requirements of the Housing and Community Development Act of 1974, as amended, all CDBG program requirements, 24 CFR Part 570, 2 CFR part 200, and other laws and regulations and regulatory guidance governing the use of these funds, whether set forth herein or not, and any amendments or policy revisions thereto which shall become effective during the term of this Agreement. It is Rebuilding's responsibility to read, understand, and comply with these laws and regulations. In addition, Rebuilding shall abide by any and all other applicable federal or state laws, rules, regulations, HUD guidance and policies governing the funds provided under this Agreement, whether presently existing or hereafter promulgated. Rebuilding shall also comply with all other applicable federal, state or local laws, statutes, ordinances, rules and regulations including, but not limited to, all applicable provisions of the Orlando City Code.

2. **Uniform Administrative Requirements and Cost Principles.** Rebuilding shall comply with the uniform administrative requirements specified in 24 CFR §570.502 and §570.610. Rebuilding also agrees to comply with the provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements set forth in 2 CFR part 200 and adopted by HUD at 2 CFR part 2400, as modified by 24 CFR §570.502. Although 2 CFR part 200 addresses many requirements, some of the items it addresses includes, but is not limited to, standards for financial and program management, property and procurement standards, performance and financial monitoring and reporting, subrecipient monitoring and management, record retention and access, remedies for noncompliance, FFATA, and closeout. Rebuilding is aware and acknowledges that 2 CFR part 200 and 2 CFR part 2400 are recent regulatory changes to the administrative requirements and HUD is in the process of developing guidance on their specific requirements. Although this may change the administrative requirements set forth herein, Rebuilding will comply with whatever guidance HUD requires. Costs incurred must be in conformance with 2 CFR part 200, subpart E. Rebuilding also agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, maintain necessary source documentation for all costs incurred, and submit an indirect cost allocation plan in accordance with 2 CFR 200 subpart E, if such plan is required. Rebuilding also agrees to comply with the Program Requirements set forth in **Exhibit "D"** which is attached hereto and incorporated herein by this reference.

3. **Procurement/Subcontracting/Third Party Contracts.** Rebuilding shall procure all material, property, or services in accordance with state and local requirements and the requirements of 2 CFR §200.318-§200.326, including the procurement of recovered materials (Resource Conservation and Recovery Act) in compliance with 2 CFR §200.322 regarding the use of specific products made or used with recovered materials. Rebuilding must maintain oversight to ensure that all contractors perform in accordance with the terms, conditions, and specifications of their contracts. Rebuilding must also have written standards of conduct covering conflicts of interest and governing the actions of its employees, officers, or agents engaged in the selection, award and administration of contracts supported by the CDBG grant funds. If Rebuilding has a parent, affiliate, or subsidiary organization that is not a state, local government,

or Indian tribe, it must maintain written standards of conduct covering organizational conflicts of interest.

Rebuilding shall insure that all subcontracts let in the performance of this Agreement shall be awarded on a full and open competition basis in accordance with applicable procurement requirements and secure at least three (3) sealed bids from qualified licensed roofers. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include, but are not limited to: (1) placing unreasonable requirements on firms in order for them to qualify to do business; (2) requiring unnecessary experience and excessive bonding; (3) noncompetitive pricing practices between firms or between affiliated companies; (4) noncompetitive contracts to consultants that are on retainer contracts; (5) organizational conflicts of interest; (6) specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and (7) any arbitrary action in the procurement process. Rebuilding shall incorporate in any and all bid documents and contracts with third parties these same procurement requirements and the provisions required in 2 CFR §200.326 and described in Appendix II to part 200 – Contract Provisions for non-federal Entity Contracts under Federal Awards. As applicable, these provisions include, but are not limited to provisions for violation or breach of contract terms; termination for cause and termination for convenience provisions; Equal Employment Opportunity requirements; Davis Bacon provisions; the Copeland “Anti-Kickback Act; Contract Work Hours and Safety Standards; Rights to Inventions Made under a contract or agreement; Clean Air Act and Federal Water Pollution Control Act; Debarment and Suspension; the Byrd Anti-Lobbying Amendment; procurement of recovered materials. Rebuilding shall not enter into any subcontract with any entity, agency or individual in the performance of this Agreement without the written consent and approval of the City’s Housing and Community Development Department, prior to execution of the agreement or contract. Rebuilding agrees to furnish to the Housing and Community Development Department a copy of each third party contract it enters into an agreement with for the performance of work to be undertaken within the scope of this Agreement along with documentation concerning the selection process. The lowest and most responsive bidder shall be recommended by Rebuilding to the City’s Housing and Community Development Department as the licensed roofer. Rebuilding shall require and monitor compliance by all contractors, subcontractors and other third parties. Rebuilding will monitor all subcontracted services on a regular basis to assure contract compliance. Results of monitoring efforts shall be summarized in the monthly report. Upon completion of construction, the licensed roofer shall file an executed notice of completion or termination and record it in the Orange County Public Records. Copies of this notice and lien releases shall be filed with the Housing and Community Development Department. The City shall not be obligated or liable hereunder to any party Rebuilding enters into agreements with for the Project.

Rebuilding shall keep records demonstrating compliance with these regulations.

4. **Records to be Maintained.** Rebuilding shall maintain all records required by 2 CFR part 200, 24 CFR §570.506, and 24 CFR §570.502 just as if these requirements were directly imposed on Subrecipient, Rebuilding. Such records shall include but are not limited to:

- a.) Records providing a full description of each activity undertaken and its CDBG eligibility, including its location, and the amount of CDBG funds budgeted, obligated, and expended for the activity;
- b.) Records demonstrating that each activity undertaken meets one of the national objectives of the CDBG program (i.e. the criteria set forth in 24 CFR §570.208); the income limits applied, and the point in time when the benefit was determined; for an activity involving a facility for use by limited clientele, Rebuilding must obtain documentation showing family size and annual income of each person receiving the benefit;
- c.) Records required to determine the eligibility of activities;
- d.) Records for each activity carried out for the purpose of providing or improving housing which is determined to benefit low-income persons including the total cost of the activity, including both CDBG and non-CDBG funds, and the size, income and eligibility of each person or household to demonstrate eligibility; and a pre-rehabilitation inspection report describing the deficiencies in each property to be rehabilitated and the scope of the rehabilitation;
- e.) Records required to document the acquisition, improvement, use or disposition of real property acquired or improved with CDBG assistance;
- f.) Records which demonstrate compliance with the requirements in 24 CFR §570.503(b)(7) or 24 CFR §570.505 regarding any change of use of real property acquired or improved with CDBG assistance and any applicable requirements required for §570.200(j);
- g.) Records that demonstrate compliance with citizen participation requirements;
- h.) Records which demonstrate compliance with requirements in 24 CFR §570.606 regarding acquisition, displacement, relocation, and replacement housing, including data as to race and ethnicity of households displaced, gender of single heads of households, and addresses and census tracts of the housing units to which each displaced household relocated;
- i.) Records documenting compliance with all Fair Housing and Equal Opportunity regulations, including data on the extent to which each racial and ethnic group and single headed households by gender of household head) have applied for, participated in, or benefitted from, any program or activity funded in whole or in part with CDBG funds;
- j.) Financial records, in accordance with the applicable requirements in 2 CFR 200 and 24 CFR §570.502, including source documentation for entities not subject to 2 CFR 200; all documents for all transactions that demonstrates how funds are expended, including but not limited to invoices, schedules containing comparisons of budgeted amounts and actual expenditures, and construction progress schedules signed by

appropriate parties (e.g. licensed roofer and/or a project architect), and/or other documentation appropriate to the nature of the activity;

- k.) Records and agreements related to lump sum disbursements to private financial institutions for financing rehabilitation as prescribed in 24 CFR §570.513;
- l.) Other records necessary to document compliance with Subpart K of 24 CFR part 570;
- m.) Copies of all bid documents, bids received, Requests for Proposals, Requests for Qualifications and any other procurement documents;
- n.) Copies of all third party or subcontracts;
- o.) Detailed records of Rebuilding's organization, financial and administrative systems, and the specific CDBG-funded project or activities; and
- p.) All other records necessary to document compliance with this Agreement, any other applicable federal statutes and regulations, and the terms and conditions of the City's federal award.

Please note that the above descriptions are brief and provide only a summary of the records Rebuilding is required to maintain. Rebuilding agrees to consult this Agreement, 2 CFR part 200, and 24 CFR §570.506 for a detailed description of the required records it must maintain.

5. **Retention of Records.** All records must be accurate, complete and orderly. Rebuilding shall retain all accounting records, financial records, statistical records, supporting documents, source documentation and all records to support how CDBG funds were expended, and all other documents pertinent to the Project and this Agreement in accordance with the retention requirements of 2 CFR §200.333 as modified by 24 CFR §570.502. These documents must be retained for a period of three (3) years from the date of submission of the final expenditure report or for federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or City in the case of a subrecipient. For subrecipients, the retention period for individual CDBG activities shall be the longer of three (3) years after the expiration or termination of the subrecipient agreement under §570.503, or three (3) years after the submission of the City's Annual Performance and Evaluation Report (CAPER) to HUD in which the activities assisted under the Agreement are reported on for the final time. Records for individual activities subject to the reversion of assets provisions at 24 CFR §570.503(b)(7) or change of use provisions at 24 CFR §570.505 must be maintained for as long as those provisions continue to apply to the activity; and records for individual activities for which there are outstanding loan balances, other receivables, or contingent liabilities must be retained until such receivables or liabilities have been satisfied.

Notwithstanding the above, Rebuilding must also comply with 2 CFR §200.333, which generally states that Rebuilding may need to keep the records for longer if they fall into one of the following exceptions: if any records are the subject of any litigation, claim, or audit that started before the expiration of the three (3) year period, then such records must be kept until such

litigation, claims, or audit findings have been resolved, completed, and final action taken; records for activities subject to the reversion of assets provisions at 24 CFR §570.503(b)(7) or change of use provisions at 24 CFR §570.505 must be maintained for as long as those provisions continue to apply to the activity; if Rebuilding is notified by the City, HUD, its cognizant agency for audit, its oversight agency for audit, its cognizant agency for indirect costs, or the City to extend the retention period; records for program income after the period of performance; and indirect cost rate proposals and cost allocation plans. Additionally, Rebuilding must keep records documenting compliance with the equal access requirements of §5.106 for a period of 5 years.

6. **Monitoring and Inspections/Access to Records.** Rebuilding shall monitor the progress of the Project covered by this Agreement and shall submit appropriate reports to the City. The City shall monitor Rebuilding's performance and financial and programmatic compliance as required in CDBG regulations and 2 CFR part 200. Rebuilding shall allow on-site monitoring of its facility, its rehabilitation programs, their records and financial statements related to this Project, and the homes it rehabilitates on as frequent a basis as the City deems necessary and at any other time that may be required by HUD to determine compliance with CDBG regulations and this Agreement. Rebuilding shall also furnish and cause each of its own subcontractors, if any, to furnish all information and reports required hereunder and will permit access to its books, records and accounts by the City, HUD, or any other authorized official or designee for purposes of investigation to ascertain compliance with the rules, regulations, and provisions stated herein.

Rebuilding shall comply with 2 CFR §200.331(a)(5), 2 CFR §200.336, and 24 CFR §570.508 regarding access to its records and financial statements. Also, as required in 2 CFR §200.331(5), Rebuilding shall permit the City and its auditors to have access to Rebuilding's records and financial statements as necessary to meet the City's audit requirements under the federal award. All files, records, and documents, including financial statements and data, shall be made available for review to the City's Housing and Community Development Department, any auditors, the City's Office of Internal Audit and Evaluation, Comptroller General, Inspector General, HUD and/or any of their authorized representatives, who shall have access to and the right to audit, examine, inspect, make transcripts or excerpts of any of the above records, financial statements, documents, or papers related to the Project or are pertinent to the federal award or to meet any HUD requirements during normal business hours and any other reasonable time requested. This right also includes timely and reasonable access to Rebuilding's personnel for the purpose of interviewing and discussion related to said documents. This same right to review and access will be imposed upon any third party or subcontractor and it is Rebuilding's responsibility to ensure that any contract entered into with third parties contain all necessary clauses and language required by the City and/or HUD to ensure compliance with this Agreement and with all federal, state, and local laws and regulations. This right of access is not limited to the required retention period but lasts as long as the records are retained. This section shall survive termination of this Agreement.

In monitoring Rebuilding, the City may also need to follow-up to ensure that Rebuilding takes timely and appropriate action on all deficiencies pertaining to the federal award detected through audits, on-site reviews, inspections, or other means. The City may also issue management decisions and may consider taking enforcement actions if noncompliance is detected during the monitoring or audits.

7. **Audits and Financial Statements.**

- (a) Rebuilding shall comply with 2 CFR part 200 Subpart F – Audits. In accordance with 2 CFR §200.510, Rebuilding shall prepare financial statements and a schedule of expenditures of federal awards. Rebuilding shall provide the City with its annual financial statement within ninety (90) days of the end of its operating year. This financial statement shall be prepared by an actively licensed public accountant.
- (b) In addition, if expending more than \$750,000 of Federal awards during an operating year, Rebuilding shall comply with the audit provisions contained in 2 CFR subpart F and the Single Audit Act Amendments of 1996 (31 U.S.C. §§7501-7507). Audits shall be conducted annually and submitted to the City within 120 days of the end of Rebuilding’s fiscal year. Rebuilding shall comply with procurement standards at 2 CFR §200.317 -200.36. The request for proposal for audit services must clearly state the objectives and scope of the audit and request a copy of the audit organization’s peer review report required under GAGAS. Factors to be considered in evaluating the proposal for audit services include the responsiveness to the request for proposal, relevant experience, availability of staff with professional qualifications and technical abilities, the results of peer and external control reviews, and price. Rebuilding also must make positive efforts to utilize small businesses, minority owned firms, and women’s business enterprises in procuring audit services as stated in 2 CFR §200.321. Rebuilding must clear any deficiencies noted in the audit reports within 30 days after receipt of any noted deficiencies. In the event the audit shows that the entire funds disbursed hereunder, or any portion thereof, were not expended in accordance with the conditions of this Agreement, Rebuilding shall be held liable for reimbursement to the City of all funds not expended in accordance with those regulations and Agreement provisions within thirty (30) days after City has notified Rebuilding of such non-compliance. Any reimbursement by Rebuilding shall not preclude the City from taking any other action or pursuing other remedies. Failure to comply with these audit requirements constitutes a violation of the Agreement and may result in the withholding of future payments. If Rebuilding expends less than \$750,000 in federal awards during its fiscal year, they are exempt from this requirement, except as noted in 2 CFR §200.503, but records must be available for review or audit by appropriate officials of HUD, the City, or GAO.
- (c) Rebuilding also agrees to allow the City's Internal Audit and Evaluation Department, or any of the City’s other departments or representatives, to conduct any audits or financial monitoring the City feels necessary at any time during the term of this Agreement or pursuant to any HUD request. This paragraph 7 shall survive termination of this Agreement.

8. **Program Income.** Rebuilding shall comply with all Program Income provisions in 24 CFR §570.502-.504. Rebuilding shall report all Program Income, as defined and required at 24 CFR §570.500 and 24 CFR §570.504, in a monthly report to the City’s Housing and Community Development Department. All Program Income shall be remitted to the City. Documentation of the receipt of Program Income, such as supporting schedules identifying the project and the source of income, must be submitted to the City within five (5) days of its receipt. At the end of the program year or upon expiration or earlier termination of this Agreement, Rebuilding shall transfer all CDBG Program Income to the City within five (5) days of the expiration or termination of this

Agreement. If Rebuilding receives any Program Income after this Agreement expires or is terminated, Rebuilding shall immediately remit said Program Income balances to the City as required in 24 CFR §570.503 (c) within five (5) days of receipt. If applicable, Rebuilding shall file reports of Program Income as set forth in the below section entitled “Reports”. Rebuilding shall also comply with 2 CFR §200.333 regarding records for Program Income after the period of performance.

9. **Reports.** Rebuilding shall file reports in accordance with the Reporting Schedule attached as **Exhibit “E”**. Rebuilding shall e-mail the Housing Program Manager of the City’s Housing and Community Development Department with a monthly status report on the last day of each month as to the progress made on the Project; the number of homes that have been completed to date; information required in 2 CFR §200.328(d) such as favorable development or events, which will enable meeting time schedules and goals sooner or at less cost than anticipated or producing more or different beneficial results than originally planned; or any problems, delays or adverse conditions, which may materially affect the ability to meet program objectives, prevent the meeting of time schedules and goals, or preclude the attainment of project work units by established term periods. This disclosure shall be accompanied by a statement of the action taken or contemplated and any assistance needed to resolve the situation. Also, Rebuilding shall file an accomplishment report at the completion of each roof in the form attached hereto as **Exhibit “F”**. The report shall include the following information: a narrative summary of progress, including, but not limited to, the percentage of project completion, selection of contractors, utilization of MBE/WBE’s, Section 3 accomplishments, expenditures and such other information as required under this Agreement or deemed appropriate by the City. Rebuilding shall also provide information on the client data demonstrating client eligibility including, but not limited to, client name, address, ethnicity, race, gender, age, head of household, income level, or other basis for determining eligibility on the Form attached as **Exhibit “F”**. Also, pursuant to 2 CFR §200.329, Rebuilding shall annually submit a status report as to each property in the format requested by the City. Rebuilding shall also file and report on such other information as may be considered appropriate by the City. Any annual reports are due by October 15, 2021 for activities conducted during the preceding year (Example: October 1, 2020 – September 30, 2021).

10. **Use and Maintenance of the Facility/Reversion of Assets.** The reversion of assets and use and disposition of real property and equipment under this Agreement shall be in compliance with the requirements of 24 CFR §570.502 (applicability of uniform administrative requirements), §570.503 (subrecipients), §570.504 (program income), §570.505 (recipients/grantees), and §570.200(j) (faith-based organizations), as applicable. For subrecipients, 24 CFR §570.503 requires:

1. Upon expiration of this Agreement, Rebuilding shall transfer to the City any CDBG funds or Program Income on hand at the time of expiration or termination of this Agreement and any accounts receivable attributable to the use of CDBG funds as required by 24 CFR §570.503 (b)(7); and
2. Any real property under Rebuilding’s control that was acquired or improved, in whole or in part, with CDBG funds in excess of \$25,000 must either:
 - a) Be used to meet one of the CDBG national objectives cited in 24 CFR §570.208 until five years after expiration of the Agreement; or

- b) if Rebuilding fails to use the real property in accordance with paragraph (a) above, Rebuilding shall pay the City an amount equal to the current fair market value of the real property less any portion of the value attributable to expenditures of non-CDBG funds for the acquisition of, or improvement to, the real property. The payment is considered Program Income to the City.

Rebuilding shall also comply with the property standards in 2 CFR part 200, as modified by 24 CFR §570.502, which excepts 2 CFR §200.311 from the required property standards. Notwithstanding, faith-based organizations must comply with §570.200(j) which requires compliance with §200.311 and §5.109 including the requirements regarding disposition and change in use of real property by a faith-based organization. Disposition of real property by a faith-based organization after its use for an authorized purpose, or any change in use of the property from an authorized purpose, is subject to Government-wide regulations governing real property disposition (2 CFR part 200, subpart D) in addition to the CDBG program specific regulations. A faith-based organization seeking to dispose or change its use of such real property, during the term of this Agreement or after the term of this Agreement, must seek instructions from HUD and the City regarding its compliance responsibilities.

Rebuilding shall also comply with the property standards at 2 CFR §200.310, 2 CFR §200.312, and 2 CFR §200.314-§200.316. For any equipment purchased, Rebuilding must also comply with 2 CFR §200.313, as modified by 24 CFR §570.502.

11. **Indirect Costs**. If applicable and requested by the City, Rebuilding shall develop an indirect cost allocation plan in accordance with 2 CFR part 200 for determining the appropriate share of administrative costs and shall submit such plan to the City for approval in a form specified by the City. This indirect cost allocation plan must be submitted before any funds will be disbursed under this Agreement.

12. **Payment Procedures/Reimbursement of Funds**. This is a cost reimbursement agreement. Reimbursement of funds under this Agreement may be requested only for necessary, reasonable, and allowable costs described in the Budget, attached hereto as **Exhibit “C”** and for which Rebuilding has made payment. Upon compliance with the terms of this Agreement, the City will reimburse funds to Rebuilding only after completion of the work and after receipt and approval by appropriate City personnel of the invoices and other supporting documentation. Invoices shall be submitted in Zoomgrants and shall be in accordance with the Budget specifying the services performed and expenses incurred. All invoices must be accompanied by adequate billing documentation of payment for eligible expenses which are to be uploaded in Zoomgrants (i.e. invoices itemizing the percentage of work completed, copies of cancelled checks, receipts, lien waivers, affidavits, applications, certifications, and time sheets) and other supporting documentation the City may request. Invoices shall include adequate documentation of expenditures and all other information described in **Exhibits “D-F”**, attached hereto and incorporated herein by reference. The City will not reimburse for costs inconsistent with this Agreement, federal statutes, regulations (including Cost Principles in 2 CFR part 200, subpart E) or the other terms and conditions of the City’s federal award with HUD or that would otherwise result in the City charging improper, unauthorized, or otherwise unallowable costs to the City’s federal award. Failure by Rebuilding to provide invoices in a timely manner, complete and error-free, shall reflect on the administrative performance rating of Rebuilding for subsequent funding awards.

Invoices that are incomplete or that fail to include the necessary supporting documentation may result in delay and or possible denial of payment.

No interest shall be earned on CDBG proceeds. All invoices submitted in Zoomgrants must be signed by an authorized signatory of Rebuilding and certified in accordance with 2 CFR §200.415. Notwithstanding anything to the contrary in this Agreement, the City also reserves the right to request and approve documentation supporting any invoice to verify the reasonableness and validity of such costs and such Budget may be modified by the City accordingly.

Notwithstanding anything herein to the contrary, Rebuilding shall not request payment from the City under this Agreement for any portion which has been paid from another source of revenue and further agrees to utilize funds available under this Agreement to supplement rather than supplant funds otherwise available.

13. **Retention.** Rebuilding agrees that the City shall retain ten percent (10%) of the CDBG funds (the “retention”) which will be reimbursed by the City in compliance with the terms of this Agreement. The retention shall be withheld until Rebuilding provides the City with releases of liens from all contractors, subcontractors and suppliers and otherwise demonstrates that it has fully complied with the requirements of part 1, Construction Liens, Chapter 713, Florida Statutes, and has fully complied with all the terms and conditions contained in this Agreement and other CDBG documents executed in connection with this Agreement. If Rebuilding does not comply with the terms of this Agreement, the City will not disburse the retainage.

14. **Withholding Payments.** The City’s obligation to reimburse Rebuilding is conditioned on Rebuilding’s full compliance with this Agreement. A breach of this Agreement is grounds for non-payment by the City.

15. **Closeout.** Rebuilding agrees to follow all of the closeout procedures required in 24 CFR §570.502 and 2 CFR §200.343.

SECTION 3: DISPLACEMENT, RELOCATION, ACQUISITION, AND REPLACEMENT OF HOUSING

1. **Displacement, Relocation, Acquisition and Replacement of Housing.** In accordance with 24 CFR §570.606, Rebuilding shall take all reasonable steps to minimize the displacement of persons as a result of activities funded under this Agreement. Any persons displaced shall be provided with relocation assistance to the extent permitted and required under applicable regulations. Rebuilding shall comply with 1) the Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970, as amended (URA), and the implementing regulations at 49 CFR part 24, 24 CFR part 42, and 24 CFR §570.606(b); 2) the requirements of 24 CFR §570.606(c) governing the Residential Anti-displacement and Relocation Assistance Plan under section 104(d) of the Housing and Community Development Act; and 3) the requirements in 24 CFR §570.606(d) governing relocation policies established by the City. Rebuilding shall provide all notices, advisory assistance, relocation benefits, and replacement dwelling units as required by said regulations, rules, and documents. Rebuilding shall provide relocation assistance to persons (families, individuals, businesses, nonprofit organizations and farms) that are displaced as a direct result of acquisition, rehabilitation, demolition or conversion of a CDBG assisted project.

Rebuilding shall comply with 24 CFR §570.606 and shall keep all records demonstrating compliance with these requirements including, but not limited to, those records required in 24 CFR §570.506, including data as to race and ethnicity of households (and gender of single heads of households) displaced, and addresses and census tracts of the housing units to which each displaced household relocated.

SECTION 4: GENERAL TERMS AND CONDITIONS

1. **Non-Discrimination.** Rebuilding shall at all times comply with sections 104(b), 107, and 109 of the Housing and Community Development Act of 1974, as amended, and 42 U.S.C. §5309, et. seq., 24 CFR §570.602 and 24 CFR Part 6. In accordance with Section 109 of the Housing and Community Development Act of 1974, no person in the United States shall on the ground of race, color, natural origin, religion, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with CDBG funds. Rebuilding shall also comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. §2000d, et seq.) (Non-discrimination in Federally-assisted Programs) and implementing regulations in 24 CFR part 1, 24 CFR §570.601 and §570.602. Title VI provides that no person in the United States shall on the grounds of race, color or national origin be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance. HUD's Title VI regulations list examples and specify types of prohibited discrimination and specific actions that are prohibited. For example, Rebuilding must not based on race, color, or national origin deny any individual any facilities, services, financial aid, or other benefits; provide different housing or services or benefits than those provided others; subject a person to segregation or separate treatment in the receipt of facilities or services; restrict an individual's access to, or enjoyment of, any advantage or privilege enjoyed by others in connection with the facilities, services, financial aid or other benefits; use different admission or eligibility requirements for facilities, services, or other benefits; or select a housing site or location with the purpose or effect of excluding or denying benefits to persons in protected classes.

Rebuilding shall also not discriminate on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. §6101, et. seq.) and the implementing regulations contained in 24 CFR part 146. The Age Discrimination Act provides that no person in the United States shall on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving federal financial assistance. HUD's regulations list examples and specify types of prohibited discrimination and specific actions that are prohibited.

Rebuilding shall also not discriminate on the basis of handicap as provided in Section 504 of the Rehabilitation Act of 1973, and the implementing regulations contained in 24 CFR Part 8. Section 504 provides that no otherwise qualified individual with handicaps in the United States shall, solely by reason of his or her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving federal financial assistance. HUD's regulations list examples and specify types of prohibited discrimination and specific actions that are prohibited. Rebuilding must also take appropriate steps to ensure effective communication with applicants, beneficiaries, and members of the public who are handicapped and furnish appropriate auxiliary aids where necessary to afford an individual with handicaps an equal opportunity to participate in, and enjoy the benefits of the CDBG funded activity (examples include qualified sign language, oral interpreters, readers, use of tapes, Braille materials, TTD). If Rebuilding communicates with applicants and beneficiaries by telephone,

telecommunication devices for deaf persons (TDD's) or equally effective communication systems must be used. Rebuilding shall adopt and implement procedures to ensure that interested persons (including those with impaired visions and hearing) can obtain information concerning the existence and location of accessible services, activities, and facilities. For those who have visual or hearing impairments, methods for ensuring participation include, but are not limited to qualified sign language, oral interpreters, readers, use of typed and Braille materials HUD's regulations list examples and specify types of prohibited discrimination and specific actions that are prohibited.

Any contracts entered into by Rebuilding shall include a provision for compliance with these regulations. Rebuilding shall keep records and documentation demonstrating compliance with these regulations.

2. **Equal Employment Opportunity.** Rebuilding shall comply with 24 CFR §570.607, Executive Order 11246, as amended by Executive Orders 11375, 11478, 12086, and 12107 (Equal Employment Opportunity Programs), and Executive Order 13279 (Equal Protection of the Laws for Faith Based Community Organizations) and the implementing regulations in 41 CFR Part 60, and the provisions of the Equal Employment Opportunity Clause attached hereto as **Exhibit "G"**, and made a part hereof by this reference. Executive Order 11246 prohibits discrimination on the basis of race, color, religion, sex, or national origin in any phase of employment during the performance of the federally assisted construction contract in excess of \$10,000. Any contracts or subcontracts entered into by Rebuilding or its contractors shall also require compliance with these regulations and will, in all solicitations or advertisements for employees state that it is an Equal Opportunity/Affirmative Action employer and attach this clause. Rebuilding shall keep records and documentation demonstrating compliance with these regulations.

3. **Land Covenants.** This Agreement is subject to the requirements of Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and 24 CFR §570.601 and §570.602. In regard to the sale, lease, or other transfer of land acquired, cleared or improved with assistance provided under this Agreement, Rebuilding shall cause or require a covenant running with the land to be inserted in the deed or lease for such transfer, prohibiting discrimination as herein defined, in the sale, lease, or rental, or in the use or occupancy of such land, or in any improvements erected or to be erected thereon, provided that the City and the United States are beneficiaries of and entitled to enforce such covenants. Rebuilding, in undertaking its obligation to carry out the program assisted hereunder, agrees to take such measures as are necessary to enforce such covenant, and will not itself so discriminate.

4. **Compliance with Davis-Bacon Act.** Rebuilding shall comply with 24 CFR §570.603, and the requirements of the Secretary of Labor in accordance with the Davis-Bacon Act (40 U.S.C. §276(a) to (a-7)), as amended, and as supplemented by Department of Labor regulation 29 CFR Part 5. Guidance on these regulations is attached hereto as **Exhibit "H"** and made a part hereof by this reference. A copy of the current Wage Decision, as amended from time to time, must be attached to any construction contract, subcontract, bid document, or other applicable documents. Any construction contracts and other applicable documents entered into by Rebuilding shall include a provision for compliance with the Davis-Bacon Act and supporting Department of Labor regulations. Rebuilding shall include these federal labor standards provisions (HUD-4010 form) and a copy of the current prevailing Davis Bacon wage determination issued by the Department of Labor in each solicitation, construction contract, and other applicable documents and the award of the contract shall be conditioned upon the acceptance of the wage determination and these terms.

Rebuilding shall ensure that a copy of the Wage Decision and a copy of the Department of Labor poster called “Notice to All Employees” (Form WH-1321) shall be posted at the jobsite in a place that is easily accessible to all of the construction workers employed on the Project. Rebuilding shall also require the contractor to upload labor and payroll data into LCPtracker. Rebuilding shall maintain documentation and records which demonstrate compliance with these regulations, including contract provisions and payroll records. Unless labor regulations require more frequent submission, such documentation shall be uploaded into LCPtracker for review by the City on a weekly basis.

5. **Copeland “Anti-Kickback” Act.** Rebuilding shall comply with the Copeland “Anti-Kickback” Act (18 U.S.C. §874) as supplemented by the Department of Labor regulations contained in 29 CFR Part 3. Any construction contracts entered into by Rebuilding over \$100,000 shall include a provision for compliance with these regulations. Rebuilding shall maintain documentation and records which demonstrate compliance with these regulations. Such documentation shall be submitted to the City for review on a weekly basis.

6. **Contract Work Hours and Safety Standards Act.** Rebuilding agrees to comply with the Contract Work Hours and Safety Standards Act (40 U.S.C. §327-333), as supplemented by the Department of Labor regulations contained in 29 CFR Part 5. Any construction contracts entered into by Rebuilding over \$100,000 shall include a provision for compliance with these regulations. Rebuilding shall maintain documentation and records which demonstrate compliance with these regulations. Such documentation shall be submitted to the City for review on a weekly basis.

7. **Handicapped Accessibility Requirements.** Rebuilding shall design, construct, and rehabilitate the Project so that it is accessible to and useable by individuals with handicaps, in compliance with the Architectural Barriers Act of 1968 (42 U.S.C. §§ 4151-4157), the Uniform Federal Accessibility Standards, as set forth in 24 CFR §570.614, the Americans with Disabilities Act of 1990 (ADA) (42 U.S.C. §12131) and its implementing regulations in 28 CFR Parts 35 and 36, Section 504 of the Rehabilitation Act of 1973 and the implementing regulations in 24 CFR Part 8, and all state and local laws requiring physical and program accessibility to people with disabilities. Any contracts entered into by Rebuilding shall include a provision for compliance with these regulations. Rebuilding shall keep records demonstrating compliance with these regulations.

8. **Utilization of Minority/Women’s Business Enterprises.** Rebuilding must take all necessary affirmative steps to ensure that minority business/women’s business enterprises, and labor surplus area firms are used when possible, including for consideration for participation in all construction, supply or service contracts or in the performance of this Agreement. Affirmative steps must include those items required in 2 CFR §200.321 which include: 1) placing qualified small and minority businesses and women’s business enterprises on solicitation lists; 2) assuring that small and minority businesses and women’s business enterprises are solicited whenever they are potential sources; 3) dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women’s business enterprises; 4) establishing delivery schedules where the requirement permits which encourage participation by small and minority businesses, and women’s business enterprises; 5) using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and 6) requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in 1-5.

Rebuilding shall also comply with Executive Order 11625, as amended by Executive Order 12007 (Minority Business Enterprises); Executive Order 12432 (Minority Business Enterprise Development); and Executive Order 12138, as amended by Executive Order 12608 (Women's Business Enterprise).

Any contracts entered into by Rebuilding shall include a provision for compliance with these regulations. Rebuilding shall keep records demonstrating compliance with this provision. Rebuilding shall keep records demonstrating compliance with this provision, including data indicating the racial/ethnic character of each business entity receiving a contract or subcontract of \$25,000 or more paid, or to be paid, with CDBG funds, data indicating which of those entities are women's business enterprises as defined in Executive Order 012138, the amount of the contract or subcontract, and documentation of the affirmative steps Rebuilding has taken to assure that minority businesses and women's business enterprises have an equal opportunity to obtain or compete for contracts and subcontracts as sources of supplies, equipment, construction, and services.

9. **Political Activities.** Rebuilding shall comply with 24 CFR §570.207(a)(3) regarding political activities. CDBG funds shall not be used for lobbying or political patronage activities. Rebuilding further agrees that no funds provided, nor personnel employed under this Agreement, shall be in any way or to any extent be engaged in the conduct of political activities in violation of Chapter 15 of Title V, United States Code (Hatch Act), or 24 CFR §570.207(a)(3).

10. **Anti-Lobbying Provision.** Rebuilding shall comply with the requirements set forth in 31 U.S.C. §1352 and implementing regulations at 24 CFR Part 87. Rebuilding and any contractors who apply or bid for an award of \$100,000 or more shall execute and comply with the "Certification Regarding Lobbying" attached hereto as **Exhibit "I"** and made a part hereof by this reference. Rebuilding shall execute the "Certification Regarding Lobbying" and a copy shall be kept in the files of each of the parties of this Agreement.

11. **Conflict of Interest.** In the procurement of supplies, equipment, construction, and services, Rebuilding shall comply with the conflict of interest rules in 2 CFR §200.317 and §200.318. Rebuilding agrees and warrants that it will establish and adopt written standards of conduct governing conflicts of interest and the performance of its officers, employees, or agents engaged in the selection, award and administration of contracts supported by these federal funds. At a minimum these safeguards must ensure that no employee, officer or agent must participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated in 2 CFR §200.318, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of Rebuilding must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. These standards of conduct must also provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of Rebuilding. If Rebuilding has a parent, affiliate, or subsidiary organization, Rebuilding must also maintain written standards of conduct covering organizational conflicts of interest.

In all cases not governed by 2 CFR §200.317 and §200.318, Rebuilding shall comply with the conflict of interest provisions contained in 24 CFR §570.611. Such cases include the acquisition and disposition of real property and the provision of assistance by Rebuilding to individuals, businesses, and other private entities under eligible activities that authorize such assistance (i.e. rehabilitation). Although this summary does not intend to replace 24 CFR §570.611, essentially this rule states that no “person” described in §570.611(c) who exercise or have exercised any functions or responsibilities with respect to activities assisted with CDBG funds, or who is in a position to participate in a decision making process or gain inside information with regard to these activities, may obtain a financial interest or benefit from a CDBG assisted activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure of for one year thereafter. The “persons” covered in 24 CFR §570.611(c) include employees, agents, consultants, officers, or elected officials or appointed officials of the recipient or of any designated public agencies, or of subrecipients (Rebuilding) that are receiving CDBG funds. Rebuilding shall also keep records supporting requests for waivers of conflicts.

Rebuilding will disclose in writing any potential conflicts of interest to the City. By executing this Agreement, Rebuilding covenants and certifies that none of its employees, officers, or agents described in these regulations have any interest in this Agreement or the Project being rehabilitated or any other interest which would conflict in any manner with this Agreement or the performance of the this Agreement.

12. **Section 3 of the Housing and Urban Development Act of 1968/Equal Opportunity.** In accordance with 24 CFR §570.607, Rebuilding shall comply with the provisions of Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. §1701u) and its implementing regulations contained in 24 CFR Part 135 regarding economic opportunities for low income persons and the use of local businesses. Rebuilding shall comply with the provisions of the “Section 3 Clause”, attached hereto as **Exhibit “J”** and made a part hereof by this reference, and require all subcontracts to contain a copy of the Section 3 clause. Rebuilding shall also keep records demonstrating compliance with these regulations, including 24 CFR §570.506(g)(5).

13. **Equal participation of faith-based organizations in HUD programs and activities.** Rebuilding shall comply with the HUD program requirements of 24 CFR §5.109 (Equal Participation of Faith-Based Organizations in HUD Programs and Activities), including the requirements regarding disposition and change in use of real property by a faith-based organization, and 24 CFR §570.200(j). A copy of 24 CFR §5.109 is attached hereto as **Exhibit “K”** and incorporated herein by reference. Rebuilding shall keep records demonstrating compliance with these regulations. This provision shall survive termination of this Agreement.

14. **Drug-Free Workplace.** Rebuilding will provide a drug-free workplace. Rebuilding shall comply with the Drug-Free Workplace Act of 1988 and implementing regulations in 2 CFR Part 2429 regarding maintenance of a drug-free workplace, which adopts and supplements the government-wide implementation in 2 CFR part 182. Rebuilding shall complete and comply with the "Certification Regarding Drug-Free Workplace Requirements" attached hereto as **Exhibit "L"** and made a part hereof by this reference. Rebuilding shall ensure that the provisions of the clauses in **Exhibit “L”** are included in all third party contracts, subcontracts, and purchase orders that exceed ten thousand dollars (\$10,000), so that the provisions will be binding upon each

subcontractor or vendor. Rebuilding will complete this certification and a copy shall be kept in the files of each of the parties of this Agreement.

15. **Program Requirements.** Rebuilding agrees to comply and carry out all of its activities in accordance with the CDBG program requirements set forth in 24 CFR 570, subpart K.

16. **Fair Housing Act; Nondiscrimination and Equal Opportunity in Housing under E.O. 11063; and Equal Access.** Rebuilding shall comply with the Fair Housing Act (42 U.S.C. §§3601-3620) and implementing regulations at 24 CFR Part 100; and Executive Order 11063, as amended by Executive Order 12259 (Equal Opportunity in Housing) and their implementing regulations in 24 CFR Part 107. Executive Order 11063 prohibits discrimination on the basis of race, color, religion, or national origin or to be denied equal opportunity in housing or related facilities (i.e. housing, rental, leasing, sale or other disposition of residential property). Rebuilding shall keep records demonstrating compliance with this provision. Rebuilding shall also comply with 24 CFR §5.105 regarding equal access to HUD-assisted or insured housing and such housing shall be made available without regard to actual or perceived sexual orientation, gender identity, or marital status. Rebuilding shall keep records demonstrating compliance with these provisions and documentation of efforts made to advise persons of their rights under the Fair Housing Act.

17. **Equal Access/Prohibition of Inquiries on Sexual Orientation or Gender Identity.** As required in 24 CFR §5.105, a determination of eligibility for housing that is assisted by HUD shall be made in accordance with the eligibility requirements provided for such program by HUD and such housing shall be made available without regard to actual or perceived sexual orientation, gender identity, or marital status.

No owner or administrator of HUD-assisted or HUD-insured housing, approved lender in an FHA mortgage insurance program, nor any (or any other) recipient or subrecipient of HUD funds may inquire about the sexual orientation or gender identity of an applicant for, or occupant of, HUD-assisted housing or housing whose financing is insured by HUD, whether renter- or owner-occupied, for the purpose of determining eligibility for the housing or otherwise making such housing available. This prohibition on inquiries regarding sexual orientation or gender identity does not prohibit any individual from voluntarily self-identifying sexual orientation or gender identity. This prohibition on inquires does not prohibit lawful inquires of an applicant or occupant's sex where the housing provided or to be provided to the individual is temporary, emergency shelter that involves the sharing of sleeping areas or bathrooms, or inquires made for the purpose of determining the number of bedrooms to which a household may be entitled.

18. **Resident Aliens.** Rebuilding shall comply with the requirements set forth in 24 CFR §570.613 regarding eligibility restrictions for certain resident aliens.

19. **Debarment and Suspension.** Rebuilding shall comply with the debarment and suspension requirements set forth in 2 CFR §200.213 and 2 CFR part 180, which implement Executive Orders 12549 and 12689. Rebuilding shall also comply with 24 CFR §570.609, which requires compliance with 24 CFR Part 5 and 2 CFR part 2424, which adopts and supplements the government-wide implementation in 2 CFR part 180. These regulations prohibit Rebuilding from entering into a contract with any person, agency or entity that is debarred, suspended or otherwise excluded from or ineligible for participation in federal assistance programs. In the event that Rebuilding has entered into a contract or subcontract with a debarred or suspended party, no CDBG

funds will be provided as reimbursement for the work done by that debarred or suspended contractor or subcontractor. Rebuilding shall keep copies of the debarment and suspension certifications required by 2 CFR Part 2424 and a copy of the sheet documenting that the federal debarment list was checked.

20. **Florida Statutes, Orlando City Code, and Permits**. Rebuilding agrees to comply with all laws of the State of Florida and the Orlando City Code. In particular, Rebuilding shall comply with all licensing, registration, and other applicable regulations governing their ability to administer the services and do the work it provides, and all other applicable building and zoning laws and regulations and obtain all necessary permits for intended improvements or activities for the Project.

21. **Agreement between City and HUD**. Rebuilding agrees that it shall be bound by the standard terms and conditions used in the CDBG Agreement between the City and HUD, and such other rules, regulations or requirements as HUD may reasonably impose in addition to the conditions of this Agreement or subsequent to the execution of this Agreement by the parties hereto.

22. **Registration**. Rebuilding agrees to maintain a current registration in the federal System for Award Management (“SAM”) database (<http://www.sam.gov>) pursuant to the Federal Funding Accountability and Transparency Act (FFATA), P.L. 109-282, as amended by section 6202(a) of P.L. 110-252 and the regulations implementing the Act at 2 CFR part 25. If Rebuilding is not currently registered, it must do so within ten (10) days of the date Rebuilding executes this Agreement. A unique entity identifier is required for registration. Rebuilding must also comply with FFATA, which includes requirements on executive compensation, and implementing regulations in 2 CFR part 170, which includes requirements on reporting subaward and executive compensation information. Rebuilding shall complete and sign the Affidavit attached hereto as **Exhibit “M”** in conjunction with its execution of this Agreement and provide any supporting documentation, if required.

23. **Mandatory disclosures – Violations of Federal criminal law**. Rebuilding must disclose to the City all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in §200.338, includes suspension or debarment. (See also 2 CFR part 180 and 31 U.S.C. §3321). By executing this Agreement, Rebuilding warrants and certifies that no such violations of federal criminal law exist that could potentially affect this award.

24. **Training**. Rebuilding shall attend any training sessions, including but not limited to, in-person seminars and webinars that the City requires.

25. **Housing Counseling**. Housing counseling, as defined in 24 CFR §5.100 that is funded with or provided in connection with CDBG funds must be carried out in accordance with 24 CFR §5.111.

26. **Equal Access in accordance with the individual’s gender identity in community planning and development programs**. Rebuilding shall comply with 24 CFR §5.106, a copy of which is attached hereto as **Exhibit “N”** and incorporated herein by reference.

SECTION 5: ENVIRONMENTAL

1. **Environmental Review Requirements.** In accordance with 24 CFR §570.604 and 24 CFR Part 58, the activities under this Agreement are subject to environmental review requirements. CDBG regulations require the preparation of an Environmental Review Record (ERR) and environmental clearance before funds are expended or costs incurred. City staff will prepare the ERR. Rebuilding is not required to assume responsibility for an environmental review or assessment of this program pursuant to 24 CFR Part 58, nor responsibility for initiation of an intergovernmental review of this program and its activities (24 CFR §570.604). However, Rebuilding is required to provide information about its activities in order for the City to comply with its responsibility under 24 CFR Part 58. Rebuilding shall submit to the City any changes to the original proposed scope of work or any changes to the cost of the work for each home in the Project, so that the City may evaluate this new information and conduct any further environmental review. This information must be submitted to the City for approval at least 45 days prior to any commencement of work. Rebuilding also agrees to assist the City in addressing environmental issues that may arise during the City's review process.

2. **Environmental Protection.** Rebuilding and its contractors shall comply with all applicable standards, orders or regulations of the Clean Air Act (42 U.S.C. §7401 et. seq.); Section 306 of the Clean Air Act (42 U.S.C. 1857 (h)); Section 508 of the Clean Water Act (33 U.S.C. Section 1368); Executive Order 11738; the Federal Water Pollution Control Act, as amended (33 U.S.C. §1251, et. seq.); EPA regulations pursuant to 40 CFR Part 50; National Environmental Policy Act of 1969; standards and policies relating to energy efficiency contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act; and HUD Environmental Review Procedures at 24 CFR part 58. Violations shall be reported to the City, HUD and EPA.

3. **Flood Disaster Protection.** Rebuilding shall comply with the requirements of the Flood Disaster Protection Act of 1973 (42 U.S.C. §4106) and implementing regulations in 44 CFR Parts 59 through 79 in regard to the sale, lease or other transfer of land acquired, cleared or improved under the terms of this Agreement, as it may apply to the provisions of this Agreement.

4. **Flood Insurance Program.** Should any construction or rehabilitation of existing structures with assistance provided under this Agreement occur in an area identified as having special flood hazards by the Director of Federal Emergency Management, Rebuilding agrees to comply with all relevant and applicable provisions of 24 CFR §570.605 concerning the National Flood Insurance Program. Rebuilding agrees that if any portion of the any property improved in connection with this Project is located in a special flood hazard area that flood insurance will be required by the City and must be provided by Rebuilding.

5. **Lead-Based Paint.** Lead-based paint is prohibited in the construction or rehabilitation of any properties assisted under this Agreement. Rebuilding 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, which requires compliance with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4821-4846), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. §§4851-4856),

and implementing regulations at 24 CFR Part 35, of which subparts A, B, J, K, and R apply to the CDBG Program. Such regulations pertain to all HUD-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. A copy of the "Protect Your Family from Lead In Your Home" pamphlet shall be provided to all owners of properties constructed prior to 1978; and those owners must sign the Lead Based Paint Affidavit attached hereto as **Exhibit "O"** which Rebuilding must provide to HCD as part of the billing documentation. 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. Rebuilding shall maintain records documenting compliance with these requirements.

6. **Historic Preservation.** Rebuilding agrees to comply with the Historic Preservation requirements set forth in the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470) and the procedures set forth in 36 CFR §800, Advisory Council on Historic Preservation Procedures for Protection of Historic Properties, insofar as they apply to the performance of this Agreement. Rebuilding shall notify the City CDBG representative immediately upon determining that a property may fall into this category.

SECTION 6: DEFAULTS AND REMEDIES

1. **Events of Default.** The following events shall constitute an Event of Default under this Agreement:

- a.) failure to comply with any of the rules, regulations or provisions referred to herein or governing CDBG awards, including, but not limited to, 24 CFR part 570, 2 CFR part 200, or such statutes, laws, regulations, executive orders, and HUD guidelines, HUD guidance, policies or directives as may become applicable at any time;
- b.) failure to comply with any of the terms contained in this Agreement and such failure continues for a period of thirty (30) days following written notice thereof given by the City to Rebuilding;
- c.) failure to fulfill in a timely and proper manner its obligations under this Agreement;
- d.) ineffective or improper use of funds provided under this Agreement;
- e.) submission by Rebuilding at any time of any material representation in any certification, report or communication the City that is determined by the City to be false, incomplete, misleading, or incorrect in any material manner;
- f.) failure to disclose to the City, upon demand, the name of all persons with who Rebuilding has contracted or intends to contract with for the construction or management of any portion of the Project, including contracts for services and/or labor; or

- g.) if any other default occurs under any of the CDBG documents executed by Rebuilding in connection with this grant by the City (herein the “CDBG Documents”) which is not elsewhere specifically addressed herein.

Notwithstanding any of the forgoing provisions to the contrary, if Rebuilding has failed to cure any default within (5) days prior to the expiration of any applicable cure period, the City may, at its sole option, cure such default, provided, however, that the City shall be under no duty or obligation to do so.

2. **Remedies for Non-compliance.** If Rebuilding commits an Event of Default or fails in any way to comply with Federal or state statutes, local laws or regulations, or the terms and conditions of this Agreement, the City may impose additional conditions as described in 2 CFR §200.207. If the City determines that noncompliance cannot be remedied by imposing additional conditions, the City may take one or more of the following actions, including but not limited to:

- (a) Temporarily withhold cash payment pending correction of the deficiency or more severe enforcement action by the City;
- (b) Disallow both use of funds and any applicable matching credit for all or part of the cost of the activity or action not in compliance;
- (c) Wholly or partly suspend or terminate the award;
- (d) Initiate suspension or debarment proceedings as authorized under 2 CFR part 180 and applicable regulations or recommend such proceedings be initiated by HUD;
- (e) Withhold further federal awards for the project or program; or
- (f) Take other remedies that may be legally available including, but not limited to litigation, declaratory judgment, specific performance, damages, injunctions, enforcement of the Declaration of Restrictive Covenant, termination of the Agreement, or any other available remedies.

3. **Remedies/Suspension and Termination.** Rebuilding and the City will comply with the noncompliance and termination provisions in 2 CFR part 200, subpart D. In addition to the remedies for non-compliance in 2 CFR §200.338, in accordance with 2 CFR §200.338 and .339, the City may suspend or terminate this Agreement in whole or in part if Rebuilding fails to comply with any terms and conditions of this Agreement or upon the occurrence of any Event of Default or any other breach of this Agreement. The City can withhold all funding and disbursements, demand repayment for amounts disbursed, terminate all payments, and/or exercise all rights and remedies available to it under the terms of this Agreement, the CDBG Documents, under statutory law, equity or under common law. If the City terminates this Agreement, Rebuilding shall also forfeit to the City all unexpended monies awarded under the Agreement. Rebuilding may also be required to refund all CDBG funds awarded by the City for any improper expenditures made by Rebuilding or its contractors and such refund shall be made no later than thirty (30) days after requested by the HCD Director.

In accordance with 2 CFR §200.339, the City can terminate the Agreement with the consent of Rebuilding in which case Rebuilding and the City must agree upon the termination conditions, including the effective date, and in the case of partial termination, the portion to be terminated.

In accordance with 2 CFR §200.339(a)(4), the Agreement may also be terminated by Rebuilding or the City with written notification setting forth the reason for such termination, the effective date and in the case of partial termination, the portion to be terminated. However, if the City determines in the case of partial termination that the reduced or modified portion of the award will not accomplish the purposes for which the award was made, the City may terminate the award in its entirety.

If this award is terminated or partially terminated, Rebuilding remains responsible for compliance with the closeout requirements in 2 CFR §200.343 and post-closeout requirements set forth in 2 CFR §200.344.

All remedies shall be deemed cumulative and, to the extent permitted by law, the election of one or more remedies shall not be construed as a waiver of any other remedy the City may have available to it.

4. **No Waiver.** Failure of the City to declare a default shall not constitute a waiver of any rights by the City. Furthermore, the waiver of any default by the City shall in no event be construed as a waiver of rights with respect to any other default, past or present.

SECTION 7: INDEMNIFICATION AND INSURANCE

1. **Indemnification.** Rebuilding shall defend, indemnify and hold harmless the City from and against any and all liability, claims, demands, damages, expenses, fees, fines, penalties, suits, proceedings, actions and costs of actions, including attorney's fees, whether or not suit is filed and if suit is filed, attorney fees and costs at all trial and appellate levels, of any kind and nature arising or growing out of or in any way connected with Rebuilding's performance or non-performance of this Agreement or because of or due to the existence of the Agreement itself.

2. **Environmental Indemnification.** Rebuilding shall indemnify and hold the City harmless from any claim arising from, or in any way related to, the environmental condition of the Project, including, but not limited to, the cost of investigating, defending, and/or negotiating to a satisfactory conclusion claims made by environmental regulatory agencies, as well as all cleanup and property maintenance requirements imposed by any agency with lawful jurisdiction over the Project. This indemnification shall run from the time of initial discovery of any such adverse environmental condition and shall not be construed to commence only upon realization by the City of an actual pecuniary loss as a result of such adverse environmental condition. The existence of this indemnification agreement shall not be construed as an indicia of ownership, management or control of the Project by the City and Rebuilding hereby recognizes and acknowledges that the City is not an owner or manager of the Project and does not exert any control thereupon. Notwithstanding anything herein to the contrary or in the other CDBG Documents to the contrary, this indemnification provision shall survive the termination of this Agreement.

3. **Insurance and Bonding.** Without limiting Rebuilding's indemnification, Rebuilding shall maintain in force at all times during the performance of this Agreement all appropriate policies of insurance hereinafter described and as required by 2 CFR part 200, concerning its operations. Certificates with valid and authorized endorsements, evidencing the maintenance and renewal of such insurance coverage shall be delivered to the City prior to execution of this Agreement. The City shall be given notice in writing at least thirty (30) calendar days in advance of cancellation or modification of any policy of insurance. The City, its officers and employees shall be named as an additional named insured on all policies of liability insurance.

- a.) All policies of insurance shall be in a company or companies authorized by law to transact insurance business in the State of Florida. In addition, such policy shall provide that the coverage shall be primary for losses arising out of Rebuilding's performance of the Agreement. Neither the City nor any of its insurers shall be required to contribute to any such loss. The required certificate shall be furnished prior to execution of this Agreement.
- b.) At least thirty (30) calendar days prior to the expiration of any of the above referenced insurance policies, Rebuilding shall provide the City with evidence of the renewal of said insurance policies in a form satisfactory to the City.
- c.) The policies and insurance required by the City include:
 1. **Commercial General Liability Insurance.** Commercial general liability insurance to include, but not be limited to bodily injury and property damage coverage. The policy's limit liability amount shall not be less than Five Hundred Thousand Dollars (\$500,000) per person/per occurrence for bodily injury to, or death to one or more than one person and not less than One Hundred Thousand Dollars (\$100,000) per occurrence for property damage.
 2. **Workers' Compensation Coverage.** Workers' Compensation insurance for all of its employees in an amount and with coverage to meet all requirements of the laws of the State of Florida.
 3. **Flood Insurance.** Flood insurance as required under applicable HUD regulations.
 4. **Employee Fraud Insurance.** Sufficient insurance to protect from loss due to fraud, theft, and physical damage and shall purchase a bond or insurance covering all employees for theft or fraud.
 5. **Bonding requirements.** Bonding requirements in 2 CFR §200.325.
 6. **Property /Building Insurance.** Building insurance for the replacement value of the real property.

SECTION 8: MISCELLANEOUS PROVISIONS

1. **Assignment.** Rebuilding shall not assign or transfer any interest in this Agreement without the prior written consent of the City.
2. **No Grant of Vested Rights.** This Agreement shall not be construed as granting or assuring or vesting any land use, zoning, development approvals, permission or rights with respect to property owned by Rebuilding or anyone it assists.
3. **Independent Contractor.** Nothing in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of master/servant, principal/agent, employer/employee or joint venture partner between the City and Rebuilding. The City shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Worker's Compensation Insurance as Rebuilding is an independent contractor. Rebuilding agrees and acknowledges that it shall be responsible for and shall pay any and all applicable compensation, insurance and taxes, including but not limited to federal income taxes and Social Security on the salary of any positions funded in whole or in part with CDBG funds.
4. **Severability.** This Agreement shall be construed in accordance with the laws of the State of Florida. It is agreed by and between the parties that if any covenant, condition, provision contained in this Agreement is held to be invalid by any court of competent jurisdiction, such invalidity shall not affect the validity of any other covenants, conditions or provisions herein contained and all other parts shall nevertheless be in full force and effect.
5. **Entire Agreement/Modification.** This Agreement, together with all of the Exhibits, constitutes the entire Agreement between the parties hereto with respect to the subject matter hereof. Any representations or statements heretofore made with respect to such subject matter, whether written or verbal, are merged herein. This Agreement may only be modified in writing, signed by both of the parties hereto.
6. **Notices.** Whenever by the terms of this Agreement, notice is to be given to either party, such notice shall be in writing and shall be hand delivered or sent by certified mail, return receipt requested, postage prepaid to:
 - A. Oren Henry, Director
Housing and Community Development Department
City of Orlando
400 S. Orange Avenue, 7th Floor
Orlando, Florida 32801
 - B. Abigail Lemay, Executive Director
Rebuilding Together of Central Florida, Inc.
1096 Rainer Drive, Suite 1002
Altamonte Springs, FL 32714
7. **Compliance with all Laws.** Notwithstanding anything herein to the contrary, the Project shall be operated consistent with all applicable federal, state and local laws and regulations.

IN WITNESS WHEREOF, the parties hereto have executed these presents and have set their hands and seals as set forth below.

SIGNATURES CONTINUE NEXT PAGE

ATTEST:

City of Orlando, Florida, a municipal corporation, organized and existing under the laws of the State of Florida

By: _____
Stephanie Herdocia, City Clerk

By: _____
Mayor / Mayor Pro Tem

Date: _____

**STATE OF FLORIDA
COUNTY OF ORANGE**

The foregoing CDBG Agreement was acknowledged before me, by means of physical presence or online notarization, by _____ and Stephanie Herdocia, well known to me and known by me to be Mayor / Mayor Pro Tem and City Clerk, respectively, of the City of Orlando, Florida, and acknowledged before me that they executed the foregoing instrument on behalf of the City of Orlando as its true act and deed, and that they were duly authorized to do.

Notary Public

Rebuilding Together of Central Florida, Inc., a Florida non-profit corporation (Corporate Seal)

By: _____
Abigail Lemay, Executive Director

Date: _____

**STATE OF FLORIDA
COUNTY OF ORANGE**

THE FOREGOING AGREEMENT was acknowledged before me, by means of physical presence or online notarization, this _____ day of _____, 2020, by Abigail Lemay, as Executive Director of Rebuilding Together of Central Florida, Inc., a Florida non-profit corporation. He/She is personally known to me or who has produced _____ as identification.

NOTARY PUBLIC
Print Name: _____

APPROVED AS TO FORM AND LEGALITY
for the use and reliance of the
City of Orlando, Florida, only.
_____, 2020.

Chief Assistant City Attorney

Exhibit "A"

STANDARDS OF ELIGIBILITY

STANDARDS OF ELIGIBILITY

**PERSONS ELIGIBLE AND QUALIFIED TO RECEIVE SAID SERVICES AS ESTABLISHED BY THE U.S.
DEPARTMENT OF HOUSING AND
URBAN DEVELOPMENT (HUD) Effective July 1, 2020**

	<u>1</u> Person	<u>2</u> Person	<u>3</u> Person	<u>4</u> Person	<u>5</u> Person	<u>6</u> Person	<u>7</u> Person	<u>8</u> Person
50% Limits CDBG CONSIDERS INCOMES BELOW 50% TO BE LOW INCOME	25,450	29,100	32,750	36,350	39,300	42,200	45,100	48,000
80% Limits CDBG CONSIDERS ANY INCOME BELOW 80% TO BE MODERATE INCOME	40,750	46,550	52,350	58,150	62,850	67,500	72,150	76,800

EXHIBIT “B”
REQUIRED SUBRECIPIENT INFORMATION

1. Subrecipient name (which must match the name associated with its unique entity identifier): Rebuilding Together of Central Florida, Inc.
2. Subrecipient’s unique entity identifier : 352180064
3. Federal Award Identification Number (FAIN): B-20-MC-12-0015
4. Federal Award Date (see §200.39 Federal award date) of award to the recipient by the Federal agency: 10/ /2020
5. Subaward Period of Performance Start Date and End Date: 10/01/2020 to 9/30/2021
6. Amount of Federal Funds Obligated by this action by the pass-through entity to the Subrecipient: \$239,587
7. Total Amount of Federal Funds obligated to Subrecipient by the pass-through entity including the current obligation: \$239,587
8. Total Amount of the Federal Award committed to the Subrecipient by the pass-through entity: \$238,587
9. Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA): CDBG (Rehabilitation) – Rebuilding’s funding is for the re-roofing of approximately seventeen (17) homes of low-income households who are residents of the City of Orlando.
10. Name of Federal awarding agency, pass-through entity, and contact information for awarding
Official of the Pass-through entity: U.S. Department of Housing and Urban Development; City of Orlando Housing and Community Development Department; Housing and Community Development Manager; 400 S. Orange Ave, 7th Floor, Orlando, FL, 32801; 407-246-3326
11. CFDA Number and Name; the pass-through entity must identify the dollar amount made available under each Federal award and the CFDA number at the time of disbursement: 14.218, Community Development Block Grants/Entitlement Grants
12. Identification of whether the award is R&D: N/A
13. Indirect cost rate for the Federal award (including if the de minimis rate is charged per §200.414 Indirect (F&A) costs): N/A

EXHIBIT "C"

Rebuilding Together of Central Florida, Inc.

Budget

REBUILDING TOGETHER

Category	Unit Cost	Number of Units	Per Home Cost	Total CDBG Funds
Total Construction Cost		1	\$10,323.35	\$175,497.00
	\$/hr	hours		17 Roofs
Income Qualification	\$28.00	15	\$420.00	\$7,140.00
Pre-Roof Inspection	\$100.00	1.5	\$150.00	\$2,550.00
Lead Based Paint Inspection	\$100.00	2	\$200.00	\$3,400.00
Bid Package Write-Up	\$80.00	10	\$800.00	\$13,600.00
Contracting	\$28.00	12	\$336.00	\$5,712.00
Post Roof Inspections	\$100.00	1.5	\$150.00	\$2,550.00
Billing Review, Reporting	\$80.00	16	\$1,280.00	\$21,760.00
Billing Submittals	\$28.00	15.5	\$434.00	\$7,378.00
Total Activity Delivery Costs			\$3,770.00	\$64,090.00

Total Construction	\$175,497.00
Total Activity Delivery	\$64,090.00
TOTAL AWARD	\$239,587.00

EXHIBIT “D”

CDBG Program Requirements

Subrecipient, in addition to the terms set forth in the Agreement, shall operate the Project and its financial activities in accordance with 2 CFR part 200, subpart D and subpart E, which includes but is not limited to, the following:

1. In accordance with 2 CFR §200.302 and .303, Subrecipient’s financial management system must provide for the following: identification of awards, financial reporting, accounting records (source docs), internal control, budget control, written cash management procedures, and written allowability procedures. A brief summary of what is required is as follows:

- a. Identification- As described in 2 CFR §200.302, identification, in its accounts, of all federal awards received and expended and the federal programs under which they were received. Federal program and federal award identification must include, as applicable, the CFDA title and number, federal (HUD) award identification number, fiscal year of award, name of the federal agency (i.e. HUD as the awarding agency), and name of the pass-through entity. All CDBG funds received by the Subrecipient from the City under the CDBG program shall be kept in accounts separate and apart from all other funds and accounts of Subrecipient.
- b. Financial reporting – As described in 2 CFR §200.302, accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with §200.327 and §200.328.
- c. Internal controls – As described in 2 CFR §200.302, Subrecipient shall establish and maintain effective control over, and accountability for, all funds, property, and other assets. Subrecipient must adequately safeguard all assets and assure that they are used solely for authorized purposes. As described in 2 CFR §200.303, Subrecipient must establish and maintain effective internal control over the U.S. Department of Housing and Urban Development (HUD) – Community Development Block Grant (CDBG) funds and assets that provides reasonable assurance that Subrecipient is managing the federal award in compliance with the federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States (known as the “Green Book”) or the “Internal Control Integrated Framework” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO). Subrecipient must also take reasonable measures to safeguard protected personally identifiable information and other information HUD or the City designates as sensitive or is sensitive under applicable federal, state, or local laws regarding privacy and obligations of confidentiality. Records must also be protected from fire or other perils, and if stored in a location other than the project site, shall be

readily accessible to the City's Housing and Community Development Department staff, the Inspector General, and HUD officials and others who may be authorized to examine such records. Subrecipient must also have an organization chart that sets forth the actual lines of responsibility for HUD awards. Also, duties and responsibilities must be segregated, so that no one individual has complete authority over a financial transaction.

- d. Accounting records - Subrecipient's accounting records must adequately identify the source and application of funds for the CDBG funded activity. These records must be supported by source documentation and contain information pertaining to federal awards, authorizations, obligations, unobligated balances, assets and liabilities, expenditures, program income and interest. Subrecipient shall establish and maintain separate accounting records for the activities of this Project with sufficient documentation to identify the associated expenditures.

Accounting systems and related records of Subrecipient shall comprise the following at a minimum:

1. Voucher system – All supporting documentation, such as purchase orders, invoices, receiving reports, requisitions.
2. Books of Original Entry – a Chart of accounts (list of names and numbering system for the individual accounts), Cash receipts journal, cash disbursements journal, general ledger, payroll journal.
3. Personnel Records – A separate personnel file shall be maintained for each CDBG project employee paid with CDBG funds. As a minimum, the file shall contain a resume of the employee, a description of duties assigned, and a record of the date employed, rate of pay at time of employment, subsequent pay adjustments, and documentation supporting leave taken by the employee.
4. Personnel Activity Reports – Personnel Activity Reports shall be maintained for all personnel paid with CDBG funds that are involved in operating a CDBG funded program. All personnel activity reports must be signed by the employee and the employee's supervisor. This applies to part-time as well as full-time personnel. In addition to the accounting for daily attendance, the type of leave taken (annual, sick or other), shall be disclosed. For any position that is fully or partially paid for by CDBG funding, the total of all work time for that position, allocated to or paid for by all funding sources, shall not exceed one-hundred percent (100%) of its total available work time for the pay period or its total annual salaries.
5. Payroll Records – Formal payroll records supporting cash disbursements to employees shall be maintained. All personnel activity reports must be signed by the employee and the employee's supervisor. Such records shall disclose each employee's name, job, title, social security number, date hired, rate of pay, and all required deductions for tax purposes. Timely payments must be made of FICA taxes, including the required employer matching costs, and of income tax withheld from employees. All charges for payroll purposes shall be in accordance with the Budget

submitted to the City's Housing and Community Development Department. In addition, salaries and wages of employees chargeable with more than one (1) grant program and/or other funding sources will be supported by appropriate time distribution records. Actual time distribution records shall be available for review by the Housing and Community Development Department at monitoring visits.

6. Checking Accounts – A monthly bank reconciliation shall be conducted by Subrecipient. All checks, stubs, etc. shall be pre-numbered and accounted for, including all voided checks. Check stubs, canceled checks, and deposit slips must be readily available for audit purposes.

7. Purchasing Practices – Purchasing practices shall be in accordance with 2 CFR part 200. Subrecipient must provide documentation indicating how all vendors, contractors, minority and/or women owned businesses are given an opportunity to participate in compliance with 2 CFR §200.321.

8. Inventories – Subrecipient, as are all CDBG program sub-grantees, is advised to maintain adequate safeguards against loss by theft or physical deterioration of any inventories of office supplies, equipment, or other items purchased with CDBG funds.

9. Property Records – Subrecipient is required to maintain formal subsidiary records to control all CDBG program project property and equipment. Such records shall disclose the acquisition and subsequent disposition of all property. An annual inventory should be conducted and the books should reflect the actual value of property on hand at the end of the year. Reports must be submitted annually on the status of any real property assisted with CDBG funds in the format requested by the City.

10. Budget Control – Subrecipient shall have a comparison of expenditures with budget amounts for each federal (HUD) award. The Subrecipient should maintain records in an orderly manner, with separate identification for different Federal fiscal periods.

11. Written Cash Management Procedures – Subrecipient must maintain written procedures to implement the requirements of §200.305 (Payment).

12. Written Allowability Procedures – Subrecipient must maintain written procedures for determining the allowability of costs in accordance with Subpart E (Cost Principles in 2 CFR 200) and the terms and conditions of the federal award. In accordance with 2 CFR §200.403, all costs must be necessary, reasonable, and allocable; conform with federal law and the grant terms; consistent with state and local policies; consistently treated (federal and non-federal); in accordance with Generally Accepted Accounting Principles; not included as match for other federal programs, and adequately documented.

e. Comparison of expenditures with budget amounts for each federal award.

EXHIBIT “E”
Reporting Schedule

A. Subrecipient shall submit all reports to the City’s Housing and Community Development Department as described in this Agreement.

B. Subrecipient shall maintain data demonstrating client eligibility for each low-income person/household served. Such data shall include client name, address, number of persons in the household and household income and such other information requested by HCD. Such information shall be made available to City and/or HUD monitors or their designees for review upon request. Subrecipient 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 City’s or Subrecipient’s responsibilities under this Agreement, is prohibited by the U.S. Privacy Act of 1974 unless written consent is obtained from such person receiving services, and in the case of a minor, that of a responsible parent/guardian.

C. Upon fifteen (15) days notice by HCD, Subrecipient shall provide the information requested by HCD for submission of performance or other reports to HUD.

D. Between the required reporting dates, events may occur which have significant impact upon the project or program. In such cases, Subrecipient shall inform HCD as soon as the following types of conditions become known:

1. Problems, delays or adverse conditions, which may materially affect the ability to meet program objectives, prevent the meeting of time schedules and goals, or preclude the attainment of project work units by established term periods. This disclosure shall be accompanied by a statement of the action taken or contemplated and any assistance needed to resolve the situation.
2. Favorable development or events, which will enable meeting time schedules and goals sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

Method of Payment:

Payments shall be made on a reimbursement basis based on the completion of the activity and submission of documentation as outlined in this Agreement between the City and Subrecipient. Subrecipient shall submit monthly invoices in Zoomgrants in accordance with the following:

1. The City’s Housing and Community Development Department shall authorize the reimbursement of Subrecipient for actual expenditures outlined in the Budget as expressed in **Exhibit “C”** of this Agreement, except that the Housing and Community Development Director, or his designee, may approve a variance with regard to variable costs as long as it does not exceed the total CDBG award.

2. Expenses incurred by Subrecipient will not be authorized for reimbursement by the City's Housing and Community Development Department if such expenses cannot be documented by paid receipts, invoices or other appropriate documentation and information. Furthermore, all invoices submitted by Subrecipient in Zoomgrants will not be reimbursable by the City if such expenditures were not expended directly for the provision of services and activity delivery costs, or rehabilitation costs, as applicable, to benefit low- and moderate-income persons in accordance with this Agreement.
3. Provided that the invoices are complete and undisputed, the City's Housing and Community Development Department will authorize reimbursement of approved invoices within thirty (30) days of receipt of such requests and will use its best efforts to reimburse Rebuilding within fifteen (15) days of receipt of such requests.
4. As applicable, the monthly invoice shall include:
 - a. CDBG costs to be reimbursed, shown as labor, materials, other costs, including copies of invoices, and proof of payment.
 - b. Brief description of activities or services undertaken during the month for which reimbursements are being requested.
 - c. Total cost of services.
 - d. If requesting reimbursement for salaries, Subrecipient shall provide copies of all payroll data such as personnel activity reports, employee time sheets if an hourly employee, and payroll ledgers. For any position that is fully or partially paid for by CDBG funding, the total of all work time for that position, allocated to or paid for by all funding sources, shall not exceed one-hundred percent (100%) of its total available work time for the pay period or its total annual salaries.
 - e. If requesting reimbursement for benefits, Subrecipient shall provide the backup and the list of the components that comprise the fringe benefit rate, for example health insurance, taxes, unemployment insurance, life insurance, retirement plans, and tuition reimbursement. The fringe benefits shall be directly proportional to that portion of personnel costs that are allocated for this project.
 - f. If applicable, if outside contractors have done the work, submit the contractor's paid invoices for reimbursement. These should include an itemization of the work done, the total cost for labor and materials, the number of hours on the job, and the rate per hour agreed to on the project.

Exhibit “F”

Community Development Block Grant Accomplishment Report

Applicable Lead Paint Requirement:

Housing constructed before 1978 (# of houses constructed prior to 1978)	
Exempt: housing constructed 1978 or later (# of houses in which construction was completed on or after 1/1/1978)	
Otherwise exempt (# of houses in which one or more of the following apply: 1) 0 bedrooms; 2) elderly/disabled person(s) with no children under the age of 6; 3) lead-based paint free; 4) used no more than 100 days per year	

Lead Hazard Remediation Actions:

Lead Safe Work Practices (Hard costs <= \$5,000, enter # of houses for which lead safe work practices were conducted per 24 CFR 35.930(b))	
Interim Controls or Standard Practices (Hard costs \$5,000 - \$25,000, enter # of houses for which interim controls or standard practices were conducted per 24 CFR 35.930(c))	
Abatement (Hard costs > \$25,000, enter # of houses for which abatement was conducted per 24 CFR 35.930(d))	

Direct Benefit Data by Households (count each household as one, regardless of the # of persons in the household)

Race/Ethnicity

Race (Choose one of the races below)	Total	Hispanic/Latino:
White : A person having origins in any of the original peoples of Europe, North Africa, or the Middle East		
Black/African American : A person having origins in any of the black racial groups of Africa.		
Asian : A Person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.		
American Indian/Alaskan Native : A person having origins in any of the original peoples of North and South America (including Central America) and who maintains a tribal affiliation or community attachment.		
Native Hawaiian/Other Pacific Islander : A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.		
American Indian/Alaskan Native and White : A person having these multiple racial origins as defined above.		
Asian and White : A person having these multiple racial origins as defined above.		
Black/African American and White : A person having these multiple racial origins as defined above.		
American Indian/Alaskan Native and Black/African American : A person having these multiple racial origins as defined above.		
Other Multi-Racial : Category used for reporting individual responses that are not included in any of the categories listed above.		

Income Levels

	Total
Extremely Low (income is at or below 30% of the median family income for the area)	
Low (income is above 30% and at or below 50% of the median family income for the area)	

Of the Total Owner-Occupied Units, Number of:

	Number of Units
Units Occupied by Elderly (one or more persons age 62 or over)	
Units Moved from Substandard to Standard (now meet Housing Quality Standards (HQS) or local code after rehabilitation)	

EXHIBIT "G"

**EQUAL EMPLOYMENT OPPORTUNITY CLAUSE FOR SUBRECIPIENTS AND THEIR
CONTRACTORS AND SUBCONTRACTORS
STANDARD SOLICITATION FOR BID AND CONTRACT LANGUAGE
CONSTRUCTION OVER \$10,000**

A. Equal Opportunity Clause:

Subrecipient agrees that it will incorporate or cause to be incorporated into any contract for construction work, or modification thereof, as defined in the regulation of the Secretary of Labor 41 CFR Chapter 60, which is paid for in whole or in part with funds obtained from the Federal Government or borrowed on the credit of the Federal Government pursuant to a grant, contract, loan insurance, or guarantee or undertaken pursuant to any Federal Program involving such grant, contract, loan insurance, or guarantee, the following equal opportunity clause:

During the performance of this contract, the contractor agrees as follows:

1. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
2. The contractor will, in all solicitations or advertisements for employees placed by on or behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
3. The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.
4. The contractor will send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

5. The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
6. The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
7. In the event of the contractor's noncompliance with the discrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further government contracts or Federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
8. The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 504 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance; provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work; provided, that if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality, or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, government contracts and Federally assisted construction contracts, pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency of the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that

if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

EXHIBIT "H"

Federal Labor Standards Provisions U.S. Department of Housing and Urban Development

Office of Labor Relations Previous editions are obsolete
Page 1 of 5 form HUD-4010 (06/2009) ref. Handbook 1344.1

Applicability

The Project or Program to which the construction work covered by this contract pertains is being assisted by the United States of America and the following Federal Labor Standards Provisions are included in this Contract pursuant to the provisions applicable to such Federal assistance.

A. 1. (i) Minimum Wages. All laborers and mechanics employed or working upon the site of the work, will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act (29 CFR Part 3), the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Labor which is attached hereto and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the contractor and such laborers and mechanics. Contributions made or costs reasonably anticipated for bona fide fringe benefits under Section I(b)(2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions of 29 CFR 5.5(a)(1)(iv); also, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs, which cover the particular weekly period, are deemed to be constructively made or incurred during such weekly period. Such laborers and mechanics shall be paid the appropriate wage rate and fringe benefits on the wage determination for the classification of work actually performed, without regard to skill, except as provided in 29 CFR 5.5(a)(4). Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein: Provided, That the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination (including any additional classification and wage rates conformed under 29 CFR 5.5(a)(1)(ii) and the Davis-Bacon poster (WH-1321) shall be posted at all times by the contractor and its subcontractors at the site of the work in a prominent and accessible, place where it can be easily seen by the workers.

(ii) (a) Any class of laborers or mechanics which is not listed in the wage determination and which is to be employed under the contract shall be classified in conformance with the wage determination. HUD shall approve an additional classification and wage rate and fringe benefits therefor only when the following criteria have been met: (1) The work to be performed by the classification requested is not performed by a classification in the wage determination; and (2) The classification is utilized in the area by the construction industry; and (3) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination. (b) If the contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and HUD or its designee agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), a report of the action taken shall be sent by HUD or its designee to the Administrator of the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, Washington, D.C. 20210. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise HUD or its designee or will notify HUD or its designee within the 30-day period that additional time is necessary. (Approved by the Office of Management and Budget under OMB control number 1215-0140.) (c) In the event the contractor, the laborers or mechanics to be employed in the classification or their representatives, and HUD or its designee do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), HUD or its designee shall refer the questions, including the views of all interested parties and the recommendation of HUD or its designee, to the Administrator for determination. The Administrator, or an authorized representative, will issue a determination within 30 days of receipt and so advise HUD or its designee or will notify HUD or its designee within the 30-day period that additional time is necessary. (Approved by the Office of Management and Budget under OMB Control Number 1215-0140.) (d) The wage rate (including fringe benefits where appropriate) determined pursuant to subparagraphs (1)(ii)(b) or (c) of this paragraph, shall be paid to all workers performing work in the classification under this contract from the first day on which work is performed in the classification. (iii) Whenever the minimum wage rate prescribed in the contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly rate, the contractor shall either pay the benefit as stated in the wage determination or shall pay

another bona fide fringe benefit or an hourly cash equivalent thereof.

(iv) If the contractor does not make payments to a trustee or other third person, the contractor may consider as part Previous editions are obsolete Page 2 of 5 form **HUD-4010** (06/2009) ref. Handbook 1344.1 of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program, Provided, That the Secretary of Labor has found, upon the written request of the contractor, that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the contractor to set aside in a separate account assets for the meeting of obligations under the plan or program. (Approved by the Office of Management and Budget under OMB Control Number 1215-0140.)

2. Withholding. HUD or its designee shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld from the contractor under this contract or any other Federal contract with the same prime contractor, or any other Federally-assisted contract subject to Davis-Bacon prevailing wage requirements, which is held by the same prime contractor so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees and helpers, employed by the contractor or any subcontractor the full amount of wages required by the contract In the event of failure to pay any laborer or mechanic, including any apprentice, trainee or helper, employed or working on the site of the work, all or part of the wages required by the contract, HUD or its designee may, after written notice to the contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased. HUD or its designee may, after written notice to the contractor, disburse such amounts withheld for and on account of the contractor or subcontractor to the respective employees to whom they are due. The Comptroller General shall make such disbursements in the case of direct Davis-Bacon Act contracts.

3. (i) Payrolls and basic records. Payrolls and basic records relating thereto shall be maintained by the contractor during the course of the work preserved for a period of three years thereafter for all laborers and mechanics working at the site of the work. Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in Section I(b)(2)(B) of

the Davis-bacon Act), daily and weekly number of hours worked, deductions made and actual wages paid. Whenever the Secretary of Labor has found under 29 CFR 5.5 (a)(1)(iv) that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in Section I(b)(2)(B) of the Davis-Bacon Act, the contractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits. Contractors employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs. (Approved by the Office of Management and Budget under OMB Control Numbers 1215-0140 and 1215-0017.)

(ii) (a) The contractor shall submit weekly for each week in which any contract work is performed a copy of all payrolls to HUD or its designee if the agency is a party to the contract, but if the agency is not such a party, the contractor will submit the payrolls to the applicant sponsor, or owner, as the case may be, for transmission to HUD or its designee. The payrolls submitted shall set out accurately and completely all of the information required to be maintained under 29 CFR 5.5(a)(3)(i) except that full social security numbers and home addresses shall not be included on weekly transmittals. Instead the payrolls shall only need to include an individually identifying number for each employee (e.g., the last four digits of the employee's social security number). The required weekly payroll information may be submitted in any form desired. Optional Form WH-347 is available for this purpose from the Wage and Hour Division Web site at <http://www.dol.gov/esa/whd/forms/wh347instr.htm> or its successor site. The prime contractor is responsible for the submission of copies of payrolls by all subcontractors. Contractors and subcontractors shall maintain the full social security number and current address of each covered worker, and shall provide them upon request to HUD or its designee if the agency is a party to the contract, but if the agency is not such a party, the contractor will submit the payrolls to the applicant sponsor, or owner, as the case may be, for transmission to HUD or its designee, the contractor, or the Wage and Hour Division of the Department of Labor for purposes of an investigation or audit of compliance with prevailing wage requirements. It is not a violation of this

subparagraph for a prime contractor to require a subcontractor to provide addresses and social security numbers to the prime contractor for its own records, without weekly submission to HUD or its designee. (Approved by the Office of Management and Budget under OMB Control Number 1215-0149.)

(b) Each payroll submitted shall be accompanied by a "Statement of Compliance," signed by the contractor or subcontractor or his or her agent who pays or supervises the payment of the persons employed under the contract and shall certify the following:

(1) That the payroll for the payroll period contains the information required to be provided under 29 CFR 5.5 (a)(3)(ii), the appropriate information is being maintained under 29 CFR 5.5(a)(3)(i), and that such information is correct and complete; Previous editions are obsolete Page 3 of 5 form **HUD-4010** (06/2009) ref. Handbook 1344.1

(2) That each laborer or mechanic (including each helper, apprentice, and trainee) employed on the contract during the payroll period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in 29 CFR Part 3;

(3) That each laborer or mechanic has been paid not less than the applicable wage rates and fringe benefits or cash equivalents for the classification of work performed, as specified in the applicable wage determination incorporated into the contract.

(c) The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH-347 shall satisfy the requirement for submission of the "Statement of Compliance" required by subparagraph A.3.(ii)(b).

(d) The falsification of any of the above certifications may subject the contractor or subcontractor to civil or criminal prosecution under Section 1001 of Title 18 and Section 231 of Title 31 of the United States Code.

(iii) The contractor or subcontractor shall make the records required under subparagraph A.3.(i) available for inspection, copying, or transcription by authorized representatives of HUD or its designee or the Department of Labor, and shall permit such representatives to interview employees during working hours on the job. If the contractor or subcontractor fails to submit the required records or to make them available, HUD or its designee may, after written notice to the contractor, sponsor, applicant or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may

be grounds for debarment action pursuant to 29 CFR 5.12.

4. Apprentices and Trainees.

(i) Apprentices. Apprentices will be permitted to work at less than the predetermined rate for the work they performed when they are employed pursuant to and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship Training, Employer and Labor Services, or with a State Apprenticeship Agency recognized by the Office, or if a person is employed in his or her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by the Office of Apprenticeship Training, Employer and Labor Services or a State Apprenticeship Agency (where appropriate) to be eligible for probationary employment as an apprentice. The allowable ratio of apprentices to journeymen on the job site in any craft classification shall not be greater than the ratio permitted to the contractor as to the entire work force under the registered program. Any worker listed on a payroll at an apprentice wage rate, who is not registered or otherwise employed as stated above, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any apprentice performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. Where a contractor is performing construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in percentages of the journeyman's hourly rate) specified in the contractor's or subcontractor's registered program shall be observed. Every apprentice must be paid at not less than the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the journeymen hourly rate specified in the applicable wage determination. Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program. If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification. If the Administrator determines that a different practice prevails for the applicable apprentice classification, fringes shall be paid in accordance with that determination. In the event the Office of Apprenticeship Training, Employer and Labor Services, or a State Apprenticeship Agency recognized by the Office, withdraws approval

of an apprenticeship program, the contractor will no longer be permitted to utilize apprentices at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(ii) Trainees. Except as provided in 29 CFR 5.16, trainees will not be permitted to work at less than the predetermined rate for the work performed unless they are employed pursuant to and individually registered in a program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, Employment and Training Administration. The ratio of trainees to journeymen on the job site shall not be greater than permitted under the plan approved by the Employment and Training Administration. Every trainee must be paid at not less than the rate specified in the approved program for the trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Trainees shall be paid fringe benefits in accordance with the provisions of the trainee program. If the trainee program does not mention fringe benefits, trainees shall be paid the full amount of fringe benefits listed on the wage determination unless the Administrator of the Wage and Hour Division determines that there is an apprenticeship program associated with the corresponding journeyman wage rate on the wage determination which provides for less than full fringe benefits for apprentices. Any employee listed on the payroll at a trainee rate who is not registered and participating in a training plan approved by Previous editions are obsolete Page 4 of 5 form **HUD-4010** (06/2009) ref. Handbook 1344.1 the Employment and Training Administration shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. In addition, any trainee performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. In the event the Employment and Training Administration withdraws approval of a training program, the contractor will no longer be permitted to utilize trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(iii) Equal employment opportunity. The utilization of apprentices, trainees and journeymen under 29 CFR Part 5 shall be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended, and 29 CFR Part 30.

5. Compliance with Copeland Act requirements. The contractor shall comply with the requirements of 29 CFR Part 3 which are incorporated by reference in this contract

6. Subcontracts. The contractor or subcontractor will insert in any subcontracts the clauses contained in subparagraphs 1 through 11 in this paragraph A and such other clauses as HUD or its designee may by appropriate instructions require, and a copy of the applicable prevailing wage decision, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the contract clauses in this paragraph.

7. Contract termination; debarment. A breach of the contract clauses in 29 CFR 5.5 may be grounds for termination of the contract and for debarment as a contractor and a subcontractor as provided in 29 CFR 5.12.

8. Compliance with Davis-Bacon and Related Act Requirements. All rulings and interpretations of the Davis-Bacon and Related Acts contained in 29 CFR Parts 1, 3, and 5 are herein incorporated by reference in this contract

9. Disputes concerning labor standards. Disputes arising out of the labor standards provisions of this contract shall not be subject to the general disputes clause of this contract. Such disputes shall be resolved in accordance with the procedures of the Department of Labor set forth in 29 CFR Parts 5, 6, and 7. Disputes within the meaning of this clause include disputes between the contractor (or any of its subcontractors) and HUD or its designee, the U.S. Department of Labor, or the employees or their representatives.

10. (i) Certification of Eligibility. By entering into this contract the contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of Section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1) or to be awarded HUD contracts or participate in HUD programs pursuant to 24 CFR Part 24.

(ii) No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of Section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1) or to be awarded HUD contracts or participate in HUD programs pursuant to 24 CFR Part 24.

(iii) The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001. Additionally, U.S. Criminal Code, Section 1010, Title 18, U.S.C., "Federal Housing Administration transactions", provides in part: "Whoever, for the purpose of . . . influencing in any way the action of such Administration..... makes, utters or publishes any statement knowing the same to be false..... shall

be fined not more than \$5,000 or imprisoned not more than two years, or both.”

11. Complaints, Proceedings, or Testimony by Employees. No laborer or mechanic to whom the wage, salary, or other labor standards provisions of this Contract are applicable shall be discharged or in any other manner discriminated against by the Contractor or any subcontractor because such employee has filed any complaint or instituted or caused to be instituted any proceeding or has testified or is about to testify in any proceeding under or relating to the labor standards applicable under this Contract to his employer.

B. Contract Work Hours and Safety Standards Act. The provisions of this paragraph B are applicable where the amount of the prime contract exceeds \$100,000. As used in this paragraph, the terms “laborers” and “mechanics” include watchmen and guards.

(1) Overtime requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which the individual is employed on such work to work in excess of 40 hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of 40 hours in such workweek.

(2) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in subparagraph (1) of this paragraph, the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in subparagraph (1) of this paragraph, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of 40 hours without payment of the overtime wages required by the clause set forth in sub paragraph (1) of this paragraph. Previous editions are obsolete Page 5 of 5 form HUD-4010 (06/2009) ref. Handbook 1344.1 **(3) Withholding for unpaid wages and liquidated damages.** HUD or its designee shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the

contractor or subcontractor under any such contract or any other Federal contract with the same prime contract, or any other Federally-assisted contract subject to the Contract Work Hours and Safety Standards Act which is held by the same prime contractor such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in subparagraph (2) of this paragraph.

(4) Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in subparagraph (1) through (4) of this paragraph and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in subparagraphs (1) through (4) of this paragraph.

C. Health and Safety. The provisions of this paragraph C are applicable where the amount of the prime contract exceeds \$100,000.

(1) No laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to his health and safety as determined under construction safety and health standards promulgated by the Secretary of Labor by regulation.

(2) The Contractor shall comply with all regulations issued by the Secretary of Labor pursuant to Title 29 Part 1926 and failure to comply may result in imposition of sanctions pursuant to the Contract Work Hours and Safety Standards Act, (Public Law 91-54, 83 Stat 96). 40 USC 3701 et seq.

(3) The contractor shall include the provisions of this paragraph in every subcontract so that such provisions will be binding on each subcontractor. The contractor shall take such action with respect to any subcontractor as the Secretary of Housing and Urban Development or the Secretary of Labor shall direct as a means of enforcing such provisions

EXHIBIT "I"

CERTIFICATION REGARDING LOBBYING

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

(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 sub-awards at all tiers (including subcontracts, sub-grant, and contracts under grants, and cooperative agreements) and that Subrecipient shall certify and disclose accordingly.

This certification is a material representation 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 31 U.S.C. §1352. Any person who fails to file this 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.

Rebuilding Together of Central Florida, Inc.
(CORPORATE SEAL)

By: _____
Abigail Lemay, Executive Director

Date: _____

EXHIBIT “J”

SECTION 3 ECONOMIC OPPORTUNITY

SECTION 3 CLAUSE

- A. The work to be performed under this contract is on a project assisted under a program providing direct Federal financial assistance from the Department of Housing and Urban Development (“HUD”) and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. §1701u. The purpose of section 3 is to ensure that to the greatest extent feasible, opportunities for training and employment be given to low income residents of the Project area and contracts for work in connection with the Project be awarded to business concerns which are located in or owned in substantial part by persons residing in the area of the Project.
- B. The parties to this contract will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of HUD set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued thereunder as evidenced by the execution of this contract. The parties to this contract certify and agree that they are under no contractual agreement or other disability which would prevent them from complying with these requirements.
- C. Subrecipient will send to each labor organization or representative of workers with which it has a collective bargaining agreement or other contract or understanding, if any, a notice advising the said labor organization or workers’ representative of his commitments under this Section 3 Clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship, and training positions, the qualifications for each, the name and location of the persons taking applications for each of the positions, and the anticipated date the work shall begin.
- D. Subrecipient will include this Section 3 Clause in every subcontract for work in connection with the Project and will, at the direction of the applicant for or recipient of Federal financial assistance, take appropriate action pursuant to the subcontract upon a finding that Subrecipient is in violation of the regulations issued by the Secretary of Housing and Urban Development, 24 CFR Part 135. Subrecipient will not subcontract with any agency where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR Part 135, and will not let any subcontract unless the agency has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.
- E. Subrecipient will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 25 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor’s obligations under 24 CFR Part 135.

Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued thereunder prior to the execution of the contract shall be a condition of the Federal financial assistance provided to the Project, binding upon the applicant or recipient for such assistance, its successors and assigns. Failure to fulfill these requirements shall subject the applicant or recipient, its subrecipients, and its successors, and assigns to those sanctions specified by the CDBG Program Agreement or contract through which Federal assistance is provided, and to such sanctions as are specified by 24 CFR Part 135, which include termination of this Agreement for default and debarment and suspension from future HUD-assisted contracts.

EXHIBIT “K”

9/7/2016

eCFR — Code of Federal Regulations

ELECTRONIC CODE OF FEDERAL REGULATIONS

e-CFR data is current as of September 2, 2016

Title 24 → Subtitle A → Part 5 → Subpart A → §5.109

Title 24: Housing and Urban Development
PART 5—GENERAL HUD PROGRAM REQUIREMENTS; WAIVERS
Subpart A—Generally Applicable Definitions and Requirements; Waivers

§5.109 Equal participation of faith-based organizations in HUD programs and activities.

(a) *Purpose.* Consistent with Executive Order 13279 (issued on December 12, 2002, 67 FR 77141), entitled “Equal Protection of the Laws for Faith-Based and Community Organizations,” as amended by Executive Order 13559 (issued on November 17, 2010, 75 FR 71319), entitled “Fundamental Principles and Policymaking Criteria for Partnerships With Faith-Based and Other Neighborhood Organizations,” this section describes requirements for ensuring the equal participation of faith-based organizations in HUD programs and activities. These requirements apply to all HUD programs and activities, including all of HUD’s Native American Programs, except as may be otherwise noted in the respective program regulations in title 24 of the Code of Federal Regulations (CFR), or unless inconsistent with certain HUD program authorizing statutes.

(b) *Definitions.* The following definitions apply to this section:

Direct Federal financial assistance means Federal financial assistance provided when a Federal Government agency or an intermediary, as defined in this section, selects the provider and either purchases services from that provider (*i.e.*, via a contract) or awards funds to that provider to carry out an activity (*e.g.*, via grant, sub-grant, sub-award, or cooperative agreement). The recipients of sub-grants or sub-awards that receive Federal financial assistance through State-administered programs (*e.g.*, flow-through programs) are considered recipients of direct Federal financial assistance. In general, Federal financial assistance shall be treated as direct, unless it meets the definition of indirect Federal financial assistance.

Federal financial assistance means assistance that non-Federal entities receive or administer in the forms of grants, contracts, loans, loan guarantees, property, cooperative agreements, food commodities, direct appropriations, or other assistance, but does not include a tax credit, deduction, or exemption.

Indirect Federal financial assistance means Federal financial assistance provided when the choice of the provider is placed in the hands of the beneficiary, and the cost of that service is paid through a voucher, certificate, or other similar means of Government-funded payment. Federal financial assistance provided to an organization is considered indirect when the Government program through which the beneficiary receives the voucher, certificate, or other similar means of Government-funded payment is neutral toward religion; the organization receives the assistance as a result of a decision of the beneficiary, not a decision of the Government; and the beneficiary has at least one adequate secular option for the use of the voucher, certificate, or other similar means of Government-funded payment.

Intermediary means an entity, including a nongovernmental organization, acting under a contract, grant, or other agreement with the Federal Government or with a State, tribal or local government that accepts Federal financial assistance and distributes that assistance to other entities that, in turn, carry out activities under HUD programs.

(c) *Equal participation of faith-based organizations in HUD programs and activities.* Faith-based organizations are eligible, on the same basis as any other organization, to participate in HUD programs and activities. Neither the Federal Government, nor a State, tribal or local government, nor any other entity that administers any HUD program or activity, shall discriminate against an organization on the basis of the organization’s religious character or affiliation, or lack thereof. In addition, decisions about awards of Federal financial assistance must be free from political interference or even the appearance of such interference and must be made on the basis of merit, not based on the religious character or affiliation, or lack thereof, of an organization.

(d) *Separation of explicitly religious activities from direct Federal financial assistance.*

(1) A faith-based organization that applies for, or participates in, a HUD program or activity supported with Federal financial assistance retains its independence and may continue to carry out its mission, including the definition, development, practice, and expression of its religious beliefs, provided that it does not use direct Federal financial assistance that it receives (e.g., via contract, grant, sub-grant, sub-award or cooperative agreement) to support or engage in any explicitly religious activities (including activities that involve overt religious content such as worship, religious instruction, or proselytization), or in any other manner prohibited by law.

(2) A faith-based organization that receives direct Federal financial assistance may use space (including a sanctuary, chapel, prayer hall, or other space) in its facilities (including a temple, synagogue, church, mosque, or other place of worship) to carry out activities under a HUD program without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization participating in a HUD program or activity retains its authority over its internal governance, and may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents.

(e) *Explicitly religious activities.* If an organization engages in explicitly religious activities (including activities that involve overt religious content such as worship, religious instruction, or proselytization), the explicitly religious activities must be offered separately, in time or location, from the programs or activities supported by direct Federal financial assistance and participation must be voluntary for the beneficiaries of the programs or activities that receive direct Federal financial assistance.

(f) *Intermediary responsibilities to ensure equal participation of faith-based organizations in HUD programs.* If an intermediary—acting under a contract, grant, or other agreement with the Federal Government or with a State, tribal or local government that is administering a program supported by Federal financial assistance—is given the authority to select a nongovernmental organization to receive Federal financial assistance under a contract, grant, sub-grant, sub-award, or cooperative agreement, the intermediary must ensure that such organization complies with the requirements of this section. If the intermediary is a nongovernmental organization, it retains all other rights of a nongovernmental organization under the program's statutory and regulatory provisions.

(g) *Beneficiary protections.* Faith-based organizations that carry out programs or activities with direct Federal financial assistance from HUD must give written notice to beneficiaries and prospective beneficiaries of the programs or activities describing certain protections available to them, as provided in this subsection. In addition, if a beneficiary or prospective beneficiary objects to the religious character of the organization carrying out the programs or activities, that organization must promptly undertake reasonable efforts to identify and refer the beneficiary or prospective beneficiary to an alternative provider to which the beneficiary or prospective beneficiary has no such objection.

(1) *Written notice.* The written notice must state that:

(i) The organization may not discriminate against a beneficiary or prospective beneficiary on the basis of religion, religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice;

(ii) The organization may not require beneficiaries to attend or participate in any explicitly religious activities that are offered by the organization, and any participation by beneficiaries in such activities must be purely voluntary;

(iii) The organization must separate, in time or location, any privately funded explicitly religious activities from activities supported by direct Federal financial assistance;

(iv) If a beneficiary objects to the religious character of the organization, the organization must undertake reasonable efforts to identify and refer the beneficiary to an alternative provider to which the beneficiary has no such objection; and

(v) Beneficiaries or prospective beneficiaries may report an organization's violation of these protections, including any denial of services or benefits by an organization, by contacting or filing a written complaint to HUD or the intermediary, if applicable.

(2) *Timing of notice.* The written notice must be given to prospective beneficiaries before they enroll in any HUD program or activity. When the nature of the program or activity or exigent circumstances make it impracticable to provide the written notice in advance, the organization must provide written notice to beneficiaries of their protections at the earliest available opportunity.

(3) *Referral requirements.* (i) If a beneficiary or prospective beneficiary of a program or activity that receives direct Federal financial assistance from HUD objects to the religious character of an organization that carries out the program or activity, that organization must promptly undertake reasonable efforts to identify and refer the beneficiary or prospective beneficiary to an alternative provider to which the beneficiary or prospective beneficiary has no such objection.

(ii) A referral may be made to another faith-based organization, if the beneficiary or prospective beneficiary has no objection to that provider based on the provider's religious character. But if the beneficiary or prospective beneficiary requests a secular provider, and a secular provider is available, then a referral must be made to that provider.

(iii) Except for activities carried out by telephone, Internet, or similar means, the referral must be to an alternative provider that is in reasonable geographic proximity to the organization making the referral and that carries out activities that are similar in substance and quality to those offered by the organization. The alternative provider also must have the capacity to accept additional beneficiaries.

(iv) If the organization determines that it is unable to identify an alternative provider, the organization shall promptly notify the intermediary or, if there is no intermediary, HUD. If HUD or an intermediary is notified that an organization is unable to identify an alternative provider, HUD or the intermediary, as appropriate, shall promptly determine whether there is any other suitable alternative provider to which the beneficiary or prospective beneficiary may be referred. An intermediary that receives a request for assistance in identifying an alternative provider may request assistance from HUD.

(4) *Recordkeeping.* A faith-based organization providing a referral under paragraph (g)(3) of this section must document a beneficiary or prospective beneficiary's request for a referral, whether the beneficiary or prospective beneficiary was referred to another provider, to which provider the beneficiary or prospective beneficiary was referred, and if the beneficiary or prospective beneficiary contacted the alternative provider, unless the beneficiary or prospective beneficiary requests no follow up.

(h) *Nondiscrimination requirements.* Any organization that receives Federal financial assistance under a HUD program or activity shall not, in providing services or carrying out activities with such assistance, discriminate against a beneficiary or prospective beneficiary on the basis of religion, religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice. However, this section does not require any organization that only receives indirect Federal financial assistance to modify its program or activities to accommodate a beneficiary that selects the organization to receive indirect aid.

(i) *Exemption from Title VII employment discrimination requirements.* A religious organization's exemption from the Federal prohibition on employment discrimination on the basis of religion, set forth in section 702(a) of the Civil Rights Act of 1964 (42 U.S.C. 2000e-1), is not forfeited when the organization participates in a HUD program. Some HUD programs, however, contain independent statutory provisions that impose certain nondiscrimination requirements on all grantees. Accordingly, grantees should consult with the appropriate HUD program office to determine the scope of applicable requirements.

(j) *Acquisition, construction, and rehabilitation of structures.* Direct Federal financial assistance may be used for the acquisition, construction, or rehabilitation of structures only to the extent that those structures are used for conducting eligible activities under a HUD program or activity. Where a structure is used for both eligible and explicitly religious activities (including activities that involve overt religious content such as worship, religious instruction, or proselytization), direct Federal financial assistance may not exceed the cost of the share of acquisition, construction, or rehabilitation attributable to eligible activities in accordance with the cost accounting requirements applicable to the HUD program or activity. However, acquisition, construction, or rehabilitation of sanctuaries, chapels, or other rooms that a HUD-funded faith-based organization uses as its principal place of worship, may not be paid with direct Federal financial assistance. Disposition of real property by a faith-based organization after its use for an authorized purpose, or any change in use of the property from an authorized purpose, is subject to Government-wide regulations governing real property disposition (2 CFR part 200, subpart D) and the HUD program regulations, as directed by HUD.

(k) *Commingling of Federal and State, tribal, and local funds.* If a State, tribal, or local government voluntarily contributes its own funds to supplement direct Federal financial assistance for an activity, the State, tribal or local government has the option to segregate those funds or commingle them with the direct Federal financial assistance. However, if the funds are commingled, the requirements of this section apply to all of the commingled funds. Further, if a State, tribal, or local government is required to contribute matching funds to supplement direct Federal financial assistance for an activity, the matching funds are considered commingled with the direct Federal financial assistance and, therefore, subject to the requirements of this section. Some HUD programs' requirements govern any activity assisted under those programs. Accordingly, recipients should consult with the appropriate HUD program office to determine the scope of applicable requirements.

[69 FR 41717, July 9, 2004, as amended at 80 FR 75934, Dec. 7, 2015; 81 FR 19416, Apr. 4, 2016]

EXHIBIT "L"

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

The certification set out below is a material representation upon which reliance is placed by the City of Orlando and the U.S. Department of Housing and Urban Development in awarding the grant. If it is later determined that Subrecipient knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the City and/or the U.S. Department of Housing and Urban Development, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act. Subrecipient will comply with the other provisions of the Act and with other applicable laws.

CERTIFICATION

1. Subrecipient certifies that it will provide a drug-free workplace by:
 - A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in Subrecipient's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - B. Establishing an ongoing drug-free awareness program to inform employees about:
 1. the dangers of drug abuse in the workplace;
 2. Subrecipient's policy of maintaining a drug-free workplace;
 3. any available drug counseling, rehabilitation, and employee assistance programs; and
 4. the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - C. Making it a requirement that each employee to be engaged in the performance of this grant be given a copy of the statement required by paragraph (A);
 - D. Notifying the employee in the statement required by paragraph (A) that, as a condition of employment, the employee will:
 1. Abide by the terms of the statement; and
 2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 - E. Notify the City's Housing and Community Development Department and/or the U.S. Department of Housing and Urban Development in writing within ten (10) calendar days after receiving notice under subparagraph (D) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other

designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

- F. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (D) (2), with respect to any employee who is so convicted:
 - 1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;
 - G. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A), (B), (C), (D), (E), and (F).
2. Subrecipient shall insert in the space provided on the attached “Place of Performance” form the site(s) for the performance of work to be carried out with the grant funds (including street address, City, county, state, zip code and total estimated number of employees). Subrecipient further certifies that, if it is subsequently determined that additional sites will be used for the performance of work under the grant, it shall notify the City’s Housing and Community Development Department and/or the U.S. Department of Housing and Urban Development immediately upon the decision to use such additional sites by submitting a revised “Place of Performance” form.

PLACE OF PERFORMANCE

FOR CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

Name of Subrecipient: Rebuilding Together of Central Florida, Inc.

Program Name: Rehabilitation/ Housing

Grant : Community Development Block Grant

Date: October 1, 2020 - September 30, 2021

The subrecipient shall insert in the space provided below the site(s) expected to be used for the performance of work under the Loan covered by the certification:

Place of Performance (include street address, City, county, state, zip code for each site):

Check if there are work places on file that are not identified here.

Rebuilding Together of Central Florida, Inc.
(Corporate Seal)

By: _____
Abigail Lemay, Executive Director

Date: _____

EXHIBIT “M”

AFFIDAVIT

Federal Funding Accountability and Transparency Act (FFATA)

The Federal Funding Accountability and Transparency Act (FFATA) was signed on September 26, 2006. The FFATA legislation requires information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website, which is www.USASpending.gov.

The FFATA Subaward Reporting System (FSRS) is the reporting tool Federal prime awardees (i.e. prime contractors and prime grants recipients) use to capture and report subaward and executive compensation data regarding their first-tier subawards to meet the FFATA reporting requirements. Prime contract awardees will report against sub-contracts awarded and prime grant awardees will report against sub-grants awarded. The sub-award information entered in FSRS will then be displayed on www.USASpending.gov associated with the prime award furthering Federal spending transparency.

The Transparency Act requires information disclosure concerning entities receiving Federal financial assistance through Federal awards such as Federal contracts, sub-contracts, grants, and sub-grants.

Specifically, the Transparency Act’s section 2(b)(1) requires the City to provide the following information about each Federal award:

- Name of the entity receiving the award;
- Amount of the award;
- Information on the award including transaction type,
- Location of the entity receiving the award and primary location of performance under the award;
- Unique identifier of the entity receiving the award and the parent entity of the recipient;
- Names and total compensation of the five most highly compensated officers of the entity if the entity in the preceding fiscal year received 80 percent or more of its annual gross revenues in Federal awards; and \$25,000,000 or more in annual gross revenues from Federal awards; and the public does not have access to this information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. §§ 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986.

I, _____ (print name), hereby swear or affirm that:

I read and understand the information provided above.

I have personal knowledge of the facts I am attesting to in this affidavit.

(please check one of the following)

_____ I attest that _____ (agency name) **does not** meet the above threshold requiring names and total compensation of the five most highly compensated officers of the entity.

_____ I attest that _____ (agency name) **does** meet the above threshold* requiring names and total compensation of the five most highly compensated officers of the entity.

*If agency meets the above threshold, the agency **MUST** attach a spreadsheet with the names and total compensation of the five most highly compensated officers of the entity, signed and dated by the one of the following: President; Executive Director; CEO; Board Chairperson; Finance Director; CFO; or Treasurer.

I understand that the submission of a false affidavit is punishable as a second-degree misdemeanor under Florida law.

Signature of President/Executive Director/Board Chair

Printed Name of President/Executive Director/Board Chair

STATE OF FLORIDA
COUNTY OF ORANGE

The foregoing Affidavit was acknowledged before me this ___ day of _____, 2020, by _____ on behalf of Rebuilding Together of Central Florida, Inc. and is personally known to me or has produced _____ as identification.

Notary Public
My Commission Expires:

EXHIBIT “N”

§ 5.106 Equal access in accordance with the individual's gender identity in community planning and development programs.

(a) *Applicability.* This section applies to assistance provided under Community Planning and Development (CPD) programs, including assistance under the following CPD programs: HOME Investment Partnerships program (24 CFR part 92), Housing Trust Fund program (24 CFR part 93), Community Development Block Grant program (24 CFR part 570), Housing Opportunities for Persons With AIDS program (24 CFR part 574), Emergency Solutions Grants program (24 CFR part 576), Continuum of Care program (24 CFR part 578), or Rural Housing Stability Assistance Program (24 CFR part 579). The requirements of this section apply to recipients and subrecipients, as well as to owners, operators, and managers of shelters and other buildings and facilities and providers of services funded in whole or in part by any CPD program.

(b) *Equal access in accordance with gender identity.* The admissions, occupancy, and operating policies and procedures of recipients, subrecipients, owners, operators, managers, and providers identified in paragraph (a) of this section, including policies and procedures to protect privacy, health, safety, and security, shall be established or amended, as necessary, and administered in a nondiscriminatory manner to ensure that:

- (1)** Equal access to CPD programs, shelters, other buildings and facilities, benefits, services, and accommodations is provided to an individual in accordance with the individual's gender identity, and in a manner that affords equal access to the individual's family;
- (2)** An individual is placed, served, and accommodated in accordance with the gender identity of the individual;
- (3)** An individual is not subjected to intrusive questioning or asked to provide anatomical information or documentary, physical, or medical evidence of the individual's gender identity; and
- (4)** Eligibility determinations are made and assisted housing is made available in CPD programs as required by §5.105(a)(2).

(c) *Placement and accommodation in temporary, emergency shelters and other buildings and facilities with shared sleeping quarters or shared bathing facilities-*

(1) *Placement and accommodation.* Placement and accommodation of an individual in temporary, emergency shelters and other buildings and facilities with physical limitations or configurations that require and are permitted to have shared sleeping quarters or shared bathing facilities shall be made in accordance with the individual's gender identity.

(2) *Post-admission accommodations.* A recipient, subrecipient, owner, operator, manager, or provider must take nondiscriminatory steps that may be necessary and appropriate to address privacy concerns raised by residents or occupants and, as needed, update its admissions, occupancy, and operating policies and procedures in accordance with paragraph (b) of this section.

(d) *Documentation and record retention.* Providers shall document and maintain records of compliance with the requirements in [paragraph \(b\)](#) of this section for a period of 5 years.

[81 FR 64782, Sept. 21, 2016]

EXHIBIT "O"

Lead-Based Paint

Confirmation of Receipt of Lead Pamphlet

I have received a copy of the pamphlet, *Protect Your Family from Lead in Your Home*, informing me of the potential risk of the lead hazard exposure from rehabilitation activity to be performed to my dwelling unit.

I received this pamphlet before the work began.

Applicant Signature

Date

Co-Applicant Signature

Date

Address