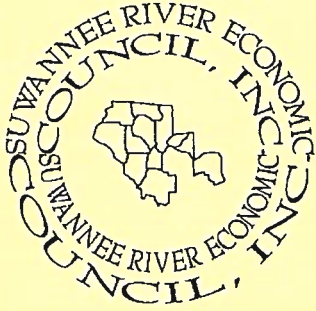




Suwannee River Economic Council, Inc.

**Post Office Box 70
Live Oak, Florida 32064**

Administrative Office - Phone (386) 362-4115

Fax (386) 362-4078

E-Mail: mattpearson@suwanneec.net

Website: www.srecinc.org

September 29, 2021

Mr. David Kraus
Columbia County Administrator
P.O. Drawer 1529
Lake City FL 32056

Dear Mr. Kraus:

Thank you for returning the signed Sub-Recipient Contract for the administration of the County's SHIP program. I have executed the contracts on behalf of SREC, Inc., and enclosed is the County's original for your records.

If there's anything else needed, please feel free to contact me.

Thank You,

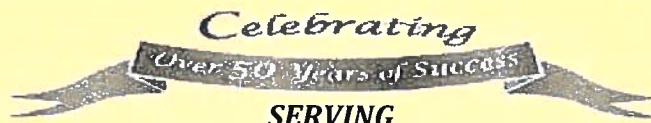
Matt Pearson
Executive Director

MP/ssb
Enc.

RECEIVED

OCT - 1 2021

Board of County Commissioners
Columbia County



BRADFORD-COLUMBIA-DIXIE-GILCHRIST-HAMILTON-LAFAYETTE-LEVY-MADISON-PUTNAM-SUWANNEE-TAYLOR-UNION

"This institution is an equal opportunity provider and employer."

Funded in part through a grant by the State of Florida Department of Elder Affairs

COLUMBIA COUNTY S.H.I.P. PROGRAM
SUB-RECIPIENT ADMINISTRATION AGREEMENT

The AGREEMENT is entered into by and between the Columbia County Board of County Commission (hereinafter referred to as “County”), and Suwannee River Economic Council, Inc., (hereinafter referred to as “Contractor”). The contract exists primarily to provide services to qualified recipients of the Columbia County SHIP Program. The following outlines the covenants and agreements between the parties:

WHEREAS County requires services specific to administering the SHIP Program; and

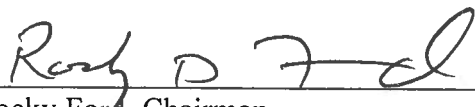
WHEREAS the Contractor has expertise in the area required by County, and is willing to provide said services;

NOW THEREFORE in consideration of the mutual promises set forth below the above parties enter into this Agreement and agree as follows:

1. Contractor agrees to perform the following services:
 - a. All administrative requirements of the SHIP Program in accordance with the affordable housing criteria provided under ss. 420.907 to 420.9079 applicable to the affordable housing objective of the award, including but not limited to: Application intake, Client income eligibility verification, Home ownership counseling, Record retention, Home repair inspections, and Annual Reporting preparation and filing.
 - b. Contractor will furnish County will reports as requested by County in such form as required by County.
2. In consideration for services performed by Contractor as detailed in paragraph 1 above, County agrees to pay Contractor 70% of the administration fee as allowed by the State of Florida. Also, County agrees to allow Contractor to receive the following Project Delivery Costs per client: **\$500** in the Emergency Repair, Purchase Assistance with Rehab, and Disaster Repair / Mitigation strategies as stated in the Local Housing Assistance Plan.
3. No amounts, other than those payable under Paragraph 2 above, shall be payable by County to Contractor. Contractor shall be liable for all other expenses, costs, or amounts incurred in the performance of this Agreement.
4. Contractor’s obligation hereunder is to complete the services described in Paragraph 1 above, and to meet any deadlines set forth therein.
5. County agrees that Contractor will be solely responsible for the performance of its duties under this Agreement.
6. Florida Single Audit Act Compliance: See Attachment A.
7. Contractor warrants to County that the necessary licenses and insurance have been secured by Contractor for the performance of the services covered by this Agreement.

8. The Agreement may not be assigned or transferred by Contractor.
9. The results of Contractor's services shall be subject to County's review and approval.
10. County and Contractor retain the right to terminate this Agreement with seven (7) days written notice, with or without cause.
11. All information obtained as it relates to clients of the program shall remain confidential to the extent allowed under Florida Law.
12. This Agreement automatically renews each year on the anniversary date of the agreement, unless amendments are required, or in the event either party makes the decision to terminate the contract.
13. Any changes to this Agreement must be in writing and signed by both parties.

(COUNTY SEAL)

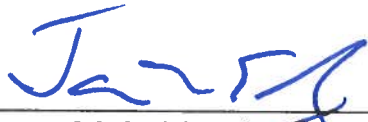


Rocky Ford, Chairman
Columbia County Board of County Commission



Date

ATTEST:



James M. Swisher, Jr., Clerk of Court
Columbia County



Matt Pearson, Executive Director
Suwannee River Economic Council, Inc.



Date

ATTACHMENT A

The administration of resources awarded by the Florida Housing Finance Corporation to the Local Government may be subject to audits and/or monitoring by the Florida Housing Finance Corporation as described in this section.

MONITORING

In addition to reviews of audits conducted in accordance with OMB Circular A-133 and Section 215.97 F.S., as revised (See AUDITS section below), monitoring procedures may include but are not limited to: On-site visits by Florida Housing Finance Corporation, limited scope audits as defined by OMB Circular A-133 as revised, and/or other procedures. By entering into this Agreement Contractor agrees to comply and cooperate with any and all monitoring procedures / processes deemed appropriate by Florida Housing Finance Corporation. In the event FHFC determines a limited scope audit of Contractor is appropriate, Contractor agrees to comply with any additional instructions provided by FHFC staff to Contractor regarding such audit. Contractor further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer or Auditor General.

AUDITS

1. In the event Contractor expends a total amount of state financial assistance equal to or in excess of \$750,000 in any fiscal year of such Contractor (for fiscal years ending September 30, 2004 or thereafter), Contractor must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, F.S.; applicable rules of the Department of Financial Services; and Chapter 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT 1 to the Agreement indicates state financial assistance awarded through the Florida Housing Finance Corporation by this Agreement. In determining the state financial assistance expended in its fiscal year, Contractor shall consider all sources of state financial assistance, including state financial assistance received from FHFC, other state agencies, and other non-state entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a non-state entity for Federal program matching requirements.
2. In connection with the audit requirements addressed above, Contractor shall ensure that the audit complies with the requirements of Section 215.97(8), F.S. This includes submission of a financial reporting package as defined by Section 215.97(2), F.S., and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.

3. If Contactor expends less than \$750,000 in state financial assistance in its fiscal year (for fiscal years ending September 30, 2004 or thereafter), an audit conducted in accordance with the provisions of Section 215.97, F.S. is not required. In the event that Contractor expends less than \$750,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of Section 215.97, F.S., the cost of the audit must be paid from the non-state entity's resources (i.e. the cost of such an audit must be paid from Contractor's resources obtained from other than State entities.)

REPORT SUBMISSION

1. Copies of financial reporting packages required by this Agreement shall be submitted by or on behalf of Contractor directly to each of the following:
 - a. Florida Housing Finance Corporation
227 N Bronough Street
Tallahassee FL 32301
 - b. Auditor General's Office
Room 401, Pepper Building
111 W Madison Street
Tallahassee FL 32399-1450
2. Any reports, management letter, or other information required to be submitted to FHFC pursuant to this Agreement shall be submitted timely in accordance with OMB Circular A-133, F.S., and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.
3. Recipients, when submitting financial reporting packages to FHFC for audits done in accordance with OMB Circular A-133 or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date the reporting package was delivered to Contractor in correspondence accompanying the reporting package