

(July 2026 – June 2027)

KR026

**FLORIDA DEPARTMENT OF ELDER AFFAIRS
STANDARD CONTRACT**

THIS CONTRACT is entered into between the Florida Department of Elder Affairs (Department or DOEA) and Alliance for Aging, Inc. (Contractor), collectively referred to as the “Parties.”

WITNESSETH THAT:

WHEREAS, the Department has determined that it is in need of certain services as described herein for the Respite for Elders Living in Everyday Families; and

WHEREAS, the RELIEF is funded with state funds; and

WHEREAS, the Contractor has demonstrated that it has the requisite expertise and ability to faithfully perform such services as an independent Contractor of the Department.

NOW THEREFORE, in consideration of the services to be performed and payments to be made, together with the mutual covenants and conditions set forth herein, the Parties agree as follows:

1. Purpose of Contract:

The purpose of this contract is to provide services in accordance with the terms and conditions specified in this contract including all attachments, forms, and exhibits which constitute the contract document.

2. Incorporation of Documents within the Contract:

The contract will incorporate attachments, proposal(s), state plan(s), grant agreements, relevant Department handbooks, manuals and/or desk books, as an integral part of the contract, except to the extent that the contract explicitly provides to the contrary. In the event of conflict in language among any of the documents referenced above, the specific provisions and requirements of the contract document(s) shall prevail over inconsistent provisions in the proposal(s) or other general materials not specific to this contract document and identified attachments.

3. Term of Contract:

This contract shall begin at twelve (12:00) A.M., Eastern Standard Time **July 1, 2026**, or on the date the contract has been signed by the last party required to sign it, whichever is later. It shall end at eleven fifty-nine (11:59) P.M., Eastern Standard Time **June 30, 2027**.

4. Contract Amount:

The Department agrees to pay for contracted services according to the terms and conditions of this contract in an amount not to exceed **\$203,258.00**, subject to the availability of funds. Any costs or services paid for under any other contract or from any other source are not eligible for payment under this contract.

5. Renewals:

By mutual agreement of the Parties, in accordance with Section 287.058(1)(g), Florida Statutes (F.S.), the Department may renew the contract for a period not to exceed three years, or the term of the original contract, whichever is longer. The renewal price, or method for determining a renewal price, is set forth in the bid, proposal, or reply. No other costs for the renewal may be charged. Any renewal is subject to the same terms and conditions as the original contract and contingent upon satisfactory performance evaluations by the Department and the availability of funds.

6. Compliance with Federal Law:

6.1 If this contract contains federal funds this section shall apply.

6.1.1 The Contractor shall comply with the provisions of 45 Code of Federal Regulations (CFR) Part 75 and/or 45 CFR Part 92, 2 CFR Part 200, and other applicable regulations.

6.1.2 If this contract contains federal funds and is over \$100,000.00, the Contractor shall comply with all applicable standards, orders, or regulations issued under Section 306 of the Clean Air Act as amended (42 United States Code (U.S.C.) § 7401, et seq.), 42 U.S.C. 7606, Section 508 of the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251, et seq.), Executive Order 11738, as amended, and, where applicable, Environmental Protection Agency regulations 2 CFR Part 1500. The Contractor shall report any violations of the above to the Department.

6.1.3 Neither the Contractor nor any agent acting on behalf of the Contractor may use any federal funds received in connection with this contract to influence legislation or appropriations pending before Congress or any

(July 2026 – June 2027)

KR026

state legislature. The Contractor must complete all disclosure forms as required, specifically the Certification and Assurances Attachment, which must be completed and returned to the Contract Manager prior to the execution of this contract.

6.1.4 In accordance with Appendix II to 2 Part 200, the Contractor shall comply with Department of Labor regulations 41 CFR Part 60 and in Department of Health and Human Services regulations 45 CFR Part 92, if applicable.

6.1.5 A contract award with an amount expected to equal or exceed \$25,000.00 and certain other contract awards will not be made to parties listed on the government-wide Excluded Parties List System, in accordance with the Office of Management and Budget (OMB) guidelines at 2 CFR Part 180 that implement Executive Orders 12549 and 12689, "Debarment and Suspension." The Excluded Parties List System contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. The Contractor shall comply with these provisions before doing business or entering into subcontracts receiving federal funds pursuant to this contract. The Contractor shall complete and sign the Certifications and Assurances Attachment prior to the execution of this contract.

6.2 The Contractor shall not employ an unauthorized alien. The Department will consider the employment of unauthorized aliens a violation of the Immigration and Nationality Act (8 U.S.C. § 1324a) and the Immigration Reform and Control Act of 1986 (8 U.S.C. § 1101 et seq.). Such violation will be cause for unilateral cancellation of this contract by the Department.

6.3 If the Contractor is a non-profit provider and is subject to Internal Revenue Service (IRS) tax exempt organization reporting requirements (filing a Form 990 or Form 990-N), and has its tax exempt status revoked for failing to comply with the filing requirements of the Pension Protection Act of 2006 or for any other reason, the Contractor must notify the Department in writing within thirty (30) days of receiving the IRS notice of revocation.

6.4 The Contractor shall comply with Title 2 CFR Part 175 regarding Trafficking in Persons.

6.5 Unless exempt under 2 CFR § 170.110(b), the Contractor shall comply with the reporting requirements of the Transparency Act as expressed in 2 CFR Part 170.

6.6 To comply with Presidential Executive Order 12989, as amended, and State of Florida Executive Order Number 11-116, Contractor agrees to utilize the U.S. Department of Homeland Security's E-verify system to verify the employment of all new employees hired by Contractor during the contract term. Contractor shall include in related subcontracts a requirement that Subcontractors performing work or providing services pursuant to the state contract utilize the E-verify system to verify employment of all new employees hired by the Subcontractor during the contract term. Contractors shall require any subcontractors to provide an affidavit stating it does not employ any unauthorized aliens and has no subcontractors that employ unauthorized aliens. Contractors shall retain any affidavits from subcontractors through the term of this contract.

6.7 ADA Accessibility of Web Content and Mobile Applications

6.7.1 If web content or mobile applications are developed, maintained, or provided as part of the services, programs, or activities funded under this Contract, the Contractor shall ensure that such content and applications comply with Title II of the Americans with Disabilities Act, as implemented by 28 CFR Part 35, including the U.S. Department of Justice's rule on accessibility of web content and mobile applications.

6.7.2 All such web content and mobile applications shall conform to Web Content Accessibility Guidelines (WCAG) 2.1 Level AA, as incorporated by reference in 28 CFR Part 35, by the applicable compliance deadline established under federal law.

6.7.3 The Contractor shall support the Department's compliance with applicable accessibility requirements and shall not, through its performance under this Contract, impede the Department's ability to meet its obligations under the ADA.

6.7.4 For any content or functionality subject to a permitted exception under 28 CFR Part 35, the Contractor shall, upon request by a person with a disability, provide accessible alternatives or effective communication consistent with federal law.

(July 2026 – June 2027)

KR026

7. Compliance with State Law:

- 7.1 This contract is executed and entered into in the State of Florida, and shall be construed, performed, and enforced in all respects in accordance with Florida law, including Florida provisions for conflict of laws.
- 7.2 If this contract contains state financial assistance funds, the Contractor shall comply with Section 215.97, F.S., and Section 215.971, F.S., and expenditures must be in compliance with applicable laws, rules, and regulations including, but not limited to, the Department of Financial Services Reference Guide for State Expenditures.
- 7.3 The Contractor shall comply with the requirements of Section 287.058, F.S., as amended.
 - 7.3.1 The Contractor shall perform all tasks contained in Attachment I.
 - 7.3.2 The Contractor shall provide units of deliverables, including reports, findings, and drafts, as specified in Attachment I, to be received and accepted by the DOEA Contract Manager prior to payment.
 - 7.3.3 The Contractor shall comply with the criteria and final date by which such criteria must be met for completion of this contract as specified in Attachment I, Section III. Method of Payment.
 - 7.3.4 The Contractor shall submit bills for fees or other compensation for services or expenses in sufficient detail for a proper pre-audit and post-audit.
 - 7.3.5 If itemized payment for travel expenses is permitted in this contract, the Contractor shall submit invoices for any travel expenses in accordance with Section 112.061, F.S., or at such lower rates as may be provided in this contract.
- 7.4 If clients are to be transported under this contract, the Contractor shall comply with the provisions of Chapter 427, F.S., and Chapter 41-2, Florida Administrative Code (F.A.C).
- 7.5 Subcontractors who are on the Discriminatory Vendor List may not transact business with any public entity, in accordance with the provisions of Section 287.134, F.S.
- 7.6 The Contractor shall comply with the provisions of Section 11.062, F.S., and Section 216.347, F.S., which prohibit the expenditure of contract funds for the purpose of lobbying the legislature, judicial branch or a state agency.
- 7.7 The Department may, at its option, terminate the Contract if the Contractor is found to have submitted a false certification as provided under Section 287.135(5), F.S., has been placed on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies or Other Entities that Boycott Israel List, or if the Contractor has been engaged in business operations in Cuba or Syria or is engaged in a boycott of Israel.
- 7.8 The nongovernmental entity Contractor shall comply with the requirements of section 787.06(13), Florida Statutes, and provide the Department the required affidavit, or complete and return the applicable portions of Form PUR 2024 as described in ATTACHMENT III, whenever this Contract is executed, renewed, or extended

8. Background Screening:

The Contractor shall ensure that all employment background screening requirements of Section 430.0402, F.S., and Chapter 435, F.S., as they may be amended, are met for all employees, volunteers, and persons seeking employment who are “direct service providers” as that term is defined in Section 430.0402(1)(b) and who are not exempted from Level 2 background screening by Section 430.0402(2). The Contractor and its direct service providers, must also comply with any applicable rules promulgated by the Department and the Agency for Health Care Administration regarding implementation of Section 430.0402 and Chapter 435, F.S. Pursuant to Section 435.05(3), F.S., Contractor shall submit annually, or at the time of license renewal, the Background Screening Attestation of Compliance-Employer (Screening Form) to the Department within thirty (30) days of execution of this contract. Contractor shall also maintain copies of the new screening forms for its direct service providers as required herein. Contractor hereby agrees to correct all background screening deficiencies identified by the Department’s Contract Manager within thirty (30) days upon notification.

- 8.1 Further information concerning the procedures for background screening may be found at <https://elderaffairs.org/about-us/background-screening>
- 8.2 The Contractor, or employer shall submit background screening information obtained from the Clearinghouse or the background screening information obtained from the program for each employee and provide the executed Background Screening Attestation of Compliance form to the Department within sixty (60) days of execution of

(July 2026 – June 2027)

KR026

this contract for each background screening program user and annually thereafter, within forty-five (45) days of the contract anniversary date.

- 8.3** An employer's failure to discharge any employee, supervisor, manager, or direct service provider determined to be noncompliant with the requirements of sections 430.0402, 430.0402(3), F.S., and Chapter 435, F.S., shall result in the automatic denial, termination, or revocation of any license or certification, purchase order, contract, rate agreement, and the imposition of any other remedies authorized by law.
- 8.4** Pursuant Section 435.12(4)(b), F.S., Contractor and qualified entities as defined in section 943.0542(1), F.S., shall include this Clearinghouse website link (<http://info.flclearinghouse.com>) in all job vacancy advertisements and job posts.

9. Grievance Procedures:

The Contractor shall develop, implement, and ensure that its Subcontractors have established grievance procedures to process and resolve client dissatisfaction with, or denial of, service(s) and to address complaints regarding the termination, suspension or reduction of services, as required for receipt of funds. These procedures, at a minimum, will provide for notice of the grievance procedure and an opportunity for review of the Subcontractor's determination(s).

10. Public Records Compliance:

Acquisition, maintenance, control, disclosure, retention and disposal of public records shall comply with the requirements of Article I, Section 24, of the Florida Constitution, Florida Public Record's Law Sections 119.021, 119.07, and 119.071, F.S., the Florida Information Protection Act (FIPA), Section 501.171, F.S., Confidentiality of Information of Chapter 430, F.S., Sections 430.105, 430.207, 430.504, and 430.608, F.S., as applicable to the contractual service, and the Federal Public Welfare Security and Privacy Act (HIPPA) (45 CFR §164), as applicable.

Upon execution of this Contract, the Contractor shall comply with all applicable federal and Florida state laws governing the storage, maintenance, and access of public records. Notwithstanding any other provision herein, the Department may, at its sole discretion, terminate this Contract for the Contractor's failure to fulfill these obligations.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

Public Records Coordinator

Florida Department of Elder Affairs

4040 Esplanade Way, Suite 315

Tallahassee, Florida 32399

850-414-2151

doeapublicrecords@elderaffairs.org

- 10.1** Contractor and its service providers shall adhere to all applicable federal and state laws, including, but not limited to (45CFR §164), Sections 119.021, 119.07, 119.071, 430.105, 430.207, 430.504, 430.608, and 501.171, F.S., as it pertains to the protection of personal identifiable information (PII) in connection with the provision of services under this contract.
- 10.2** By execution of this contract, Contractor agrees to all provisions of Chapter 119, F.S., and any other applicable law, and shall:
- 10.2.1** Keep and maintain public records required by the Department to perform the contracted services.
- 10.2.2** Upon request from the Department's custodian of public records, provide the Department a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a no cost to the Department. that does not exceed the cost provided in Chapter 119, F.S., or as otherwise provided by law.

(July 2026 – June 2027)

KR026

10.2.3 Ensure that public records that are exempt, or confidential and exempt, from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Contractor does not transfer the records to the Department.

10.3 Upon completion of the contract or termination for convenience or for cause as detailed in Section 53, the Contractor (including its Subcontractors) must transfer, at no cost to the Department, all public records in possession of the Contractor to the Department or will keep and maintain public records required by the Department. If the Contractor transfers all public records to the Department, Contractor shall destroy any duplicate public records that are exempt, or confidential and exempt, from public records disclosure requirements. If the Contractor keeps and maintains public records, the Contractor shall satisfy all applicable requirements for retaining public records. All records stored electronically must be provided to the Department in a format that is compatible with the information technology systems of the Department.

11. Audits, Inspections, Investigations:

- 11.1** The Contractor shall establish and maintain books, records, and documents (including electronic storage media) sufficient to reflect all assets, obligations, unobligated balances, income, interest, and expenditures of funds provided by the Department under this contract. Contractor shall adequately safeguard all such assets and ensure that they are used solely for the purposes authorized under this contract. Whenever appropriate, financial information should be related to performance and unit cost data.
- 11.2** The Contractor shall retain and maintain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of six (6) years after completion of the contract, or longer when required by law. In the event an audit is required by this contract, records shall be retained for a minimum period of six (6) years after the audit report is issued or until resolution of any audit findings or litigation based on the terms of this contract, at no additional cost to the Department.
- 11.3** Upon demand, at no additional cost to the Department, the Contractor shall facilitate the duplication and transfer of any records or documents during the required retention period.
- 11.4** The Contractor shall ensure that the records described in this section will be subject at all reasonable times to inspection, review, copying, or audit by federal, state, or other personnel duly authorized by the Department.
- 11.5** At all reasonable times for as long as records are maintained, persons duly authorized by the Department and federal auditors, pursuant to 45 .R Part 75, shall be allowed full access to and the right to examine any of the Contractor's contracts and related records and documents pertinent to this specific contract, regardless of the form in which kept.
- 11.6** The Contractor shall provide a Financial and Compliance Audit to the Department as specified in this contract and ensure that all related third-party transactions are disclosed to the auditor.
- 11.7** Contractor agrees to comply with the Inspector General in any investigation, audit, inspection, review, or hearing performed pursuant to Section 20.055, F.S. Contractor further agrees that it shall include in related subcontracts a requirement that subcontractors performing work or providing services pursuant to this contract agree to cooperate with the Inspector General in any investigation, audit, inspection, review, or hearing pursuant to Section 20.055(5), F.S. By execution of this contract the Contractor understands and will comply with this subsection.
- 11.8** In accordance with Executive Order 20-44 which requires executive agencies to submit a list of entities named in statute with which a state agency must form a sole-source, public-private agreement or an entity that, through contract or other agreement with the state, annually receives 50% or more of their budget from the State or from a combination of State and Federal funds. Any Contractor that meets one or both of the criteria listed must submit an annual report, including the most recent IRS Form 990, detailing the total compensation for the entities' executive leadership teams within thirty (30) days of execution of this contract.
 - 11.8.1** The report must include total compensation including salary, bonuses, cashed-in leave, cash equivalents, severance pay, retirement benefits, deferred compensation, real-property gifts, and any other payout.
 - 11.8.2** The Contractor shall inform the agency of any changes in total executive compensation between the annual reports as those changes occur.

(July 2026 – June 2027)

KR026

11.8.3 All compensation reports must indicate what percentage of compensation comes directly from the State or Federal allocations to the contracted entity.

12. Nondiscrimination-Civil Rights Compliance:

- 12.1** The Contractor shall execute Assurances as stated in the Assurances-Non-Construction Programs Attachment that it will not discriminate against any person in the provision of services or benefits under this contract or in employment because of age, race, religion, color, disability, national origin, marital status, or sex in compliance with state and federal law and regulations. The Contractor further assures that all Contractors, Subcontractors, Sub-grantees, or others with whom it arranges to provide services or benefits in connection with any of its programs and activities are not discriminating against clients or employees because of age, race, religion, color, disability, national origin, marital status, or sex.
- 12.2** During the term of this contract, the Contractor shall complete and retain on file a timely, complete, and accurate Civil Rights Compliance Checklist, attached to this contract.
- 12.3** The Contractor shall establish procedures pursuant to federal law to handle complaints of discrimination involving services or benefits through this contract. The procedures shall include notifying clients, employees, and participants of the right to file a complaint with the appropriate federal or state entity.
- 12.4** If this contract contains federal funds, Assurances are a condition of continued receipt of or benefit from federal financial assistance, and are binding upon the Contractor, its successors, transferees, and assignees for the period during which such assistance is provided. The Contractor further assures that all Subcontractors, Vendors, or others with whom it arranges to provide services or benefits to participants or employees in connection with any of its programs and activities are not discriminating against those participants or employees in violation of the any statutes, regulations, guidelines, and standards.
- 12.5** If Contractor is found noncompliant, the Department reserves the right, at its sole discretion, to seek a court order compelling compliance with the terms of Assurance or to pursue any other appropriate judicial or administrative remedies, including, but not limited to, termination of the contract and denial of future assistance.

13. Monitoring by the Department:

The Contractor shall permit persons duly authorized by the Department to inspect and copy any records, papers, documents, facilities, goods, and services of the Contractor which are relevant to this contract, and to interview any clients, employees, and Subcontractor employees of the Contractor to assure the Department of the satisfactory performance of the terms and conditions of this contract. Following such review, the Department will provide a written report of its findings to the Contractor and, where appropriate, the Contractor shall develop a Corrective Action Plan (CAP). The Contractor hereby agrees to correct all deficiencies identified in the CAP in a timely manner as determined by the Department's Contract Manager.

14. Provision of Services:

The Contractor shall provide services in the manner described in Attachment I.

15. Coordinated Monitoring with Other Agencies:

If the Contractor receives funding from one or more State of Florida human service agencies, in addition to the Department, then a joint monitoring visit including such other agencies may be scheduled. For the purposes of this contract, and pursuant to Section 287.0575, F.S., as amended, Florida's human service agencies shall include the Department, the Department of Children and Families (DCF), the Department of Health (DOH), the Agency for Persons with Disabilities (APD), and the Department of Veterans' Affairs (DVA). Upon notification and the subsequent scheduling of such a visit by the designated agency's lead administrative coordinator, the Contractor shall comply and cooperate with all monitors, inspectors, and/or investigators.

16. Other Contract(s) Reporting:

Pursuant to Section 287.0575, F.S., as amended, the Contractor shall complete the Contractor's State Contracts List attached to this contract. The Contractor shall notify the Department within ten (10) days of entering into a new contract with any of the four (4) state human service agencies, to include DCF, DOH, APD or DVA. The notification shall include the following information: (1) contracting state agency and the applicable office or program issuing the contract; (2) contract name and number; (3) contract start and end dates; (4) contract amount; (5) contract description and commodity or service; and (6) Contract Manager's name and contact information.

(July 2026 – June 2027)

KR026

17. Indemnification:

The Contractor shall be fully liable for, and fully indemnify, defend, and hold harmless the State of Florida, the Department and its officers, agents and employees from and against any and all suits, claims, damages, losses, and expenses, including attorney's fees, arising out of or resulting from any acts, actions, breaches neglect or omissions, including personal injury and/or damage to property, related to execution of this contract, any subcontracts or the performance of services caused in whole or part by the Contractor. It is understood and agreed that the Contractor is not required to indemnify the Department for claims, demands, actions, or causes of action arising solely out of the negligence of the Department.

17.1 Except to the extent permitted by Section 768.28, F.S., or other Florida law, Section 17 is not applicable to contracts executed between the Department and state agencies or subdivisions defined in Section 768.28(2), F.S.

18. Insurance and Bonding:

18.1 The Contractor shall provide continuous adequate liability insurance coverage during the existence of this contract and any renewal(s) and extension(s) of it. By execution of this contract, unless it is a state agency or subdivision as defined by Section 768.28(2), F.S., the Contractor accepts full responsibility for identifying and determining the type(s) and extent of liability insurance coverage necessary to provide reasonable financial protections for the Contractor and the clients to be served under this contract. The limits of coverage under each policy maintained by the Contractor do not limit the Contractor's liability and obligations under this contract. The Contractor shall ensure that the Department has the most current written verification of insurance coverage throughout the term of this contract. Such coverage may be provided by a self-insurance program established and operating under the laws of the State of Florida. The Department reserves the right to require additional insurance as specified in this contract.

18.2 Fidelity Bond. Throughout the term of this contract, the Contractor shall maintain fidelity bond coverage or commercial crime insurance policy (including employee dishonesty coverage) covering the acts of officers, directors, employees, and agents who have access to or handle funds under this contract. Coverage shall be maintained in an amount sufficient to cover the maximum funds handled under this contract, shall name the State of Florida as an additional insured/loss payee, and shall be issued by an insurer authorized to do business in the State of Florida.

19. Confidentiality of Information:

The Contractor shall not use or disclose any information concerning a recipient of services under this contract for any purpose prohibited by state or federal law, and regulations, or outside of the scope of its contractual duties, except by informed written consent of the recipient, his or her legal representative, agent, or as authorized by law. Where applicable, the Contractor shall comply with the Sections 430.105, 430.207, 430.504, 430.608, F.S.

20. Health Insurance Portability and Accountability Act (HIPPA) and Florida Information Protection Act (FIPA):

Where applicable, the Contractor shall comply with the Health Insurance Portability and Accountability Act (HIPPA) of 1996, Public Law 104-191, as well as all regulations promulgated thereunder (45 CFR Parts 160, 162, and 164).

Where applicable, the Contractor and its service providers shall comply with all applicable privacy and security requirements under Section 501.171, F.S., (cited as the "Florida Information Protection Act of 2014" or "FIPA"); Chapter 60GG-2, F.A.C., to safeguard clients' personal identifiable information (PII), concurrently with Federal Public Welfare Security and Privacy Act (45 CFR §164); and the applicable provisions of Chapter 430, F.S., to safeguard protected health information (PHI).

21. Incident Reporting:

21.1 The Contractor shall notify the Department immediately, but no later than forty-eight (48) hours from the Contractor's awareness or discovery of conditions that may materially affect the Contractor's or Subcontractor's ability to perform the services required to be performed under this contract. Such notice shall be made to the Department's Contract Manager in the most efficient manner with an email or other writing to immediately follow.

21.2 The Contractor shall immediately report knowledge or reasonable suspicion of abuse, neglect, or exploitation of a child, aged person, or disabled adult to the Florida Abuse Hotline on the statewide toll-free telephone number (1-800-96ABUSE). As required by Chapters 39 and 415, F.S., this provision is binding upon the Contractor, its Subcontractors, and their employees.

(July 2026 – June 2027)

KR026

22. Bankruptcy Notification:

During the term of this contract, the Contractor shall immediately notify the Department if the Contractor, its assignees, Subcontractors, or affiliates file a claim for bankruptcy. Within ten (10) days after notification, the Contractor must also provide the following information to the Department: (1) the date of filing of the bankruptcy petition; (2) the case number; (3) the court name and the division in which the petition was filed (e.g., Northern District of Florida, Tallahassee Division); and (4) the name, address, and telephone number of the bankruptcy attorney.

23. Sponsorship and Publicity:

23.1 As required by Section 286.25, F.S., if the Contractor is a non-governmental organization which sponsors a program financed wholly or in part by state funds, including any funds obtained through this contract, it shall, in publicizing, advertising, or describing the sponsorship of the program, state: “Sponsored by (Contractor’s name) and the State of Florida, Department of Elder Affairs.” If the sponsorship reference is in written material, the words “State of Florida, Department of Elder Affairs” shall appear in at least the same size letters or type as the name of the organization.

23.2 The Contractor shall not use the words “State of Florida, Department of Elder Affairs” to indicate sponsorship of a program otherwise financed, unless specific written authorization has been obtained by the Department prior to such use.

24. Assignments:

24.1 The Contractor shall not assign the rights and responsibilities under this contract without the prior written approval of the Department. Any sublicense, assignment, or transfer otherwise occurring without prior written approval of the Department shall constitute a material breach of the contract. In the event the State of Florida approves assignment of the Contractor’s obligations, the Contractor remains responsible for all work performed and all expenses incurred in connection with this contract.

24.2 The State of Florida is, at all times, entitled to assign or transfer, in whole or part, its rights, duties, or obligations under this contract to another governmental agency in the State of Florida upon giving prior written notice to the Contractor.

24.3 This contract shall remain binding upon the successors in interest of the Contractor and the Department.

25. Subcontracts:

25.1 The Contractor is responsible for any and all work performed and for any and all commodities produced pursuant to this contract, whether actually furnished by the Contractor or its Subcontractors. Any subcontracts shall be evidenced by a written document and subject to any conditions of approval the Department deems necessary. The Contractor further agrees that the Department will not be liable to the Subcontractor in any way or for any reason. The Contractor, at its expense, shall defend the Department against any such claims.

25.2 The Contractor shall promptly pay any Subcontractors upon receipt of payment from the Department or other state agency. Failure to make payments to any Subcontractor in accordance with Section 287.0585, F.S., unless otherwise stated in the contract between the Contractor and Subcontractor, will result in a penalty as provided by statute.

26. Independent Capacity of Contractor:

It is the intent and understanding of the Parties that the Contractor and any of its Subcontractors are independent Contractors and are not employees of the Department, and that they shall not hold themselves out as employees or agents of the Department without prior specific authorization from the Department. It is the further intent and understanding of the Parties that the Department does not control the employment practices of the Contractor and will not be liable for any wage and hour, employment discrimination, or other labor and employment claims against the Contractor or its Subcontractors. All deductions for social security, withholding taxes, income taxes, contributions to unemployment compensation funds, and all necessary insurance for the Contractor are the sole responsibility of the Contractor.

27. Payment:

Payments shall be made to the Contractor for all completed and approved deliverables (units of service) as defined in Attachment I. The DOEA Contract Manager will have final approval of the Contractor’s invoice submitted for payment and will approve the invoice for payment only if the Contractor has met all terms and conditions of the contract, unless

(July 2026 – June 2027)

KR026

the bid specifications, purchase order, or this contract specify otherwise. The approved invoice will be submitted to the Department's finance section for budgetary approval and processing. Disputes arising over invoicing and payments will be resolved in accordance with the provisions of Section 215.422, F.S. A Vendor Ombudsman has been established within the Florida Department of Financial Services and may be contacted at 800-342-2762.

28. Return of Funds:

The Contractor shall return to the Department any overpayments due to unearned funds or funds disallowed, and any interest attributable to such funds pursuant to the terms and conditions of this contract, that were disbursed to the Contractor by the Department. If the Contractor or its independent auditor discovers that an overpayment has been made, the Contractor shall repay said overpayment immediately without prior notification from the Department. If the Department first discovers an overpayment has been made, the DOEA Contract Manager will notify the Contractor in writing of such findings. Should repayment not be made forthwith, the Contractor shall be charged at the lawful rate of interest on the outstanding balance pursuant to §55.03, Fla. Stat., after Department notification or Contractor discovery.

29. Cyber Security Standard: Data Security, Recovery, and Damages for Non-Performance:

29.1 Data Security. The Contractor and all Contractor Representatives shall comply with Chapter 60GG-2, F.A.C., which contains information technology (IT) procedures; and requires adherence to the Department's security policies in performance of this Contract. The Contractor shall provide immediate notice to the Department's information Security Manager (ISM), within the Office of Information Technology, 1) in the event it becomes aware of any security breach or any unauthorized transmission or loss of any or all of the data collected, created for, or provided by the Department (State Data); and 2) of any allegation or suspected violation of Chapter 60GG-2, F.A.C. Except as required by law or legal process, and, with respect to the Department's information, after notice to the Department, the Contractor shall not divulge to third parties any Confidential Information obtained by the Contractor in the course of performing Contract work according to applicable rules, including, but not limited to, Chapter 60GG-2, F.A.C. "Confidential and Exempt Information," as defined in Chapters 119 and 430, F.S., and Section 501.171, F.S. means information in the possession or under the control of the state of Florida (State) or the Contractor that is exempt from public disclosure pursuant to Chapter 119, F.S., or to any other applicable provision of State or federal law that serves to exempt information from public disclosure. This includes, but is not limited to, the security procedures, business operations information, or commercial proprietary information. The Contractor will not be required to keep confidential any information that is publicly available through no fault of the Contractor, material that the Contractor developed independently without relying on the State's Confidential Information, or information that is otherwise obtainable under State law as a public record. If State Data resides in the Contractor's system, the Contractor will conduct, at the Contractor's expense, an annual network penetration test or security audit of the Contractor's system(s) on which State Data resides and will share the results with the State upon request to.

29.2 Data Protection. No State Data will be transmitted, processed, or stored outside of the United States of America regardless of method, except as required by law. Access to the Department's State Data will only be available to staff approved and authorized by the Department that have a legitimate business need. Access to State Data does not include remote support sessions for devices that might contain the State Data; however, during the remote support session the Contractor must escort the remote support access and maintain visibility of the support personnel's actions. Requests for remote access to the Department's systems will be submitted to the Department's Help Desk. Remote connections are subject to detailed monitoring via two-way log reviews and the use of other tools. When remote access is no longer needed, the Department must be promptly notified, and access will be promptly removed.

29.3 Breach and Negligence. The Contractor agrees to protect, indemnify, defend, and hold harmless the Department from and against any and all costs, claims, demands, damages, losses, and liabilities arising from or in any way related to the Contractor's breach of this Section or the negligent acts or omissions of the Contractor related to this section.

29.4 Ownership of State Data. The Department's State Data will be made available to the Department upon its request, in the form and format reasonably requested by the Department. Title to all of the Department's State Data will remain property of the Department and/or become property of the Department upon receipt and acceptance. Notwithstanding the foregoing, for purposes of this Section, any field used for authentication for services shall be excluded from the definition of State Data for security purposes. The Contractor shall not possess or assert any lien or other right against or to any State Data in any circumstances.

(July 2026 – June 2027)

KR026

30. Social Media and Personal Cell Phone use:

- 30.1** Inappropriate use of social media and personal cell phones may pose risks to DOEA's confidential and proprietary information and may jeopardize compliance with legal obligations. By signing this contract, Contractor agrees to the following social media and personal cell phone use requirements.
- 30.2 Social Media Defined.** The term Social Media and /or personal cellular communication includes, but is not limited to, social networking websites, blogs, podcasts, discussion forums, RSS feeds, video sharing, SMS (including Direct Messages (DMs), iMessages, text messages, etc.); social networks like Instagram, TikTok, Snapchat, Google Hangouts, WhatsApp, Signal, Facebook, Pinterest, and Twitter or their successors; and content sharing networks such as Flickr and YouTube. This includes the transmission of social media through any cellular or online transmission via any electronic, internet, intranet, or other wireless communication.
- 30.3 Application to any direct or incidental DOEA or other state business.** This contract applies to any DOEA or other state business conducted on any of the Contractor's, Subcontractor's, or their employees' social media accounts or through personal cellular communication.
- 30.4 Application to DOEA and Contractors Equipment.** This contract applies regardless of whether the social media is accessed using DOEA's IT facilities and equipment or equipment belonging to Contractor, Subcontractor, or their respective employees. Equipment includes, but is not limited to, personal computers, cellular phones, personal digital assistants, smart watches, or smart tablets.
- 30.5 Florida Government in the Sunshine, Florida Public Records Law, HIPAA, FIPA, and Confidentiality provisions of Chapter 430, F.S.** Contractor acknowledges that any DOEA or other state business conducted by social media or through personal cellular communication is subject to Florida's Government in the Sunshine Law, Florida's Public Records Law (Chapter 119, F.S.), the Health Insurance Portability and Accountability Act (HIPAA), Florida Information Protection Act (FIPA), and Sections 430.105, 430.207, 430.504, 430.608, F.S. Compliance with these laws and other applicable laws are further detailed in the contract. Contractor must maintain a record of all social media posts and all information provided within the post in accordance with applicable records retention requirements.
- 30.6 Prohibited or Restricted Postings.** Any social media posts which include photos, videos, or names of clients, volunteers, staff, or other affiliates of DOEA may only be posted when authorized by law and when any required HIPAA authorizations and any other consents or authorizations required pursuant to federal or state law are on file with the contractor's records.
- 30.7 Assist DOEA with Communications.** Contractors may be asked periodically to assist in distributing certain DOEA communications through their social media outlets. Any such requests should be posted in adherence to the social media requirements herein and the other provisions of this contract.

31. Conflict of Interest:

The Contractor shall establish safeguards to prohibit employees, board members, management, and Subcontractors from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain. No employee, officer, or agent of the Contractor or Subcontractor shall participate in the selection or in the award of a contract supported by state or federal funds if a conflict of interest, real or apparent, might be involved. Such a conflict would arise when: (a) the employee, officer or agent; (b) any member of his/her immediate family; (c) his or her partner; or (d) an organization which employs, or is about to employ, any of the above individuals, has a financial or other interest in the firm being selected for award. The Contractor's or Subcontractor's officers, employees, or agents will neither solicit nor accept gratuities, favors, or anything of monetary value from Contractors, potential Contractors, or parties to Subcontracts. The Contractor's board members and management must disclose to the Department any relationship which may be, or may be perceived to be, a conflict of interest within thirty (30) calendar days of an individual's original appointment or placement in that position, or, if the individual is serving as an incumbent, within thirty (30) calendar days of the commencement of this contract. The Contractor's employees and Subcontractors must make the same disclosures described above to the Contractor's board of directors. Compliance with this provision will be monitored.

(July 2026 – June 2027)

KR026

32. Public Entity Crime:

Pursuant to Section 287.133, F.S., a person or affiliate who has been placed on the Convicted Vendor List following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a Contractor, Supplier, Subcontractor, or Consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, F.S., for CATEGORY TWO for a period of thirty six (36) months following the date of being placed on the Convicted Vendor List.

33. Purchasing:

33.1 The Contractor shall procure products and/or services required to perform this contract in accordance with section 413.036, F.S., and the state contract with the Central Non-Profit Agency for the Blind or Other Severely Handicapped (RESPECT):

33.1.1 IT IS EXPRESSLY UNDERSTOOD AND AGREED THAT ANY ARTICLES THAT ARE THE SUBJECT OF, OR REQUIRED TO CARRY OUT, THIS CONTRACT SHALL BE PURCHASED FROM A NONPROFIT AGENCY FOR THE BLIND OR FOR THE SEVERELY HANDICAPPED THAT IS QUALIFIED PURSUANT TO CHAPTER 413, FLORIDA STATUTES, IN THE SAME MANNER AND UNDER THE SAME PROCEDURES SET FORTH IN SECTION 413.036(1) AND (2), FLORIDA STATUTES; AND FOR PURPOSES OF THIS CONTRACT THE PERSON, FIRM, OR OTHER BUSINESS ENTITY CARRYING OUT THE PROVISIONS OF THIS CONTRACT SHALL BE DEEMED TO BE SUBSTITUTED FOR THE STATE AGENCY INsofar AS DEALINGS WITH SUCH QUALIFIED NONPROFIT AGENCY ARE CONCERNED.

33.1.2 Pursuant to sections 413.036(1) and (4), F.S., the Contractor shall not be required to procure a product or service from RESPECT if: (a) the product or service is not available within a reasonable delivery time, (b) the Contractor is required by law to procure the product or service from any agency of the state, or (c) the Contractor determines that the performance specifications, price, or quality of the product or service is not comparable to the Contractor's requirements.

33.1.3 This act shall have precedence over any law requiring state agency procurement of products or services from any other nonprofit corporation unless such precedence is waived by the Department in accordance with its rules.

33.1.4 Additional information about the designated nonprofit agency and the products it offers is available at <http://www.respectofflorida.org>.

33.2 The Contractor shall procure any recycled products or materials which are the subject of, or are required to carry out, this contract when the Department of Management Services determines that those products are available, in accordance with the provisions of section 403.7065, F.S.

33.3 The Contractor shall procure products and/or services required to perform this contract in accordance with section 946.515, F.S.

33.3.1 IT IS EXPRESSLY UNDERSTOOD AND AGREED THAT ANY ARTICLES WHICH ARE THE SUBJECT OF, OR REQUIRED TO CARRY OUT, THIS CONTRACT SHALL BE PURCHASED FROM THE CORPORATION IDENTIFIED UNDER CHAPTER 946, F.S., IN THE SAME MANNER AND UNDER THE SAME PROCEDURES SET FORTH IN SECTION 946.515(2) AND (4), F.S.; AND FOR PURPOSES OF THIS CONTRACT THE PERSON, FIRM, OR OTHER BUSINESS ENTITY CARRYING OUT THE PROVISIONS OF THIS CONTRACT SHALL BE DEEMED TO BE SUBSTITUTED FOR THIS AGENCY INsofar AS DEALINGS WITH SUCH CORPORATION ARE CONCERNED.

33.3.2 The Prison Rehabilitative Industries and Diversified Enterprises, Inc. (PRIDE) is under contract with the Department of Management Services (DMS). Additional information about PRIDE and the commodities or contractual services it offers is available at <https://pride-enterprises.org/>.

33.4 The Contractor shall provide a Certified Minority Business Subcontractor Expenditure (CMBE) Report summarizing the participation of certified suppliers for the current reporting period and project to date. The

(July 2026 – June 2027)

KR026

CMBE Report shall include the names, addresses, and dollar amount of each certified participant, and a copy must be forwarded to the Department, Division of Financial Administration, and must accompany each invoice submitted to the Department. The Office of Supplier Development (850-487-0915) will assist in furnishing names of qualified minorities. The Department's Minority Coordinator (850-414-2153) will assist with questions and answers. The CMBE Report is attached to this contract.

- 33.5** If the Contractor is an Area Agency on Aging, any procurement of commodities or contractual services exceeding \$35,000 that uses funds provided under this Contract must comply with section 430.09, Florida Statutes. In all other cases, the Contractor must comply with its own written procurement policies.

34. Patents, Copyrights, Royalties:

If this contract is awarded state funding and if any discovery, invention, or copyrightable material is developed or produced in the course of or as a result of work or services performed under this contract or in any way connected with this contract, or if ownership of any discovery, invention, or copyrightable material was purchased in the course of or as a result of work or services performed under this contract, the Contractor shall refer the discovery, invention, or copyrightable material to the Department to be referred to the Department of State. Any and all patent rights or copyrights accruing under this contract are hereby reserved to the State of Florida in accordance with Chapter 286, F.S. Pursuant to Section 287.0571(5)(k), F.S., the only exceptions to this provision shall be those that are clearly expressed and reasonably valued in this contract.

- 34.1** If the primary purpose of this contract is the creation of intellectual property, the State of Florida shall retain an unencumbered right to use such property, notwithstanding any agreement made pursuant to this Section 34.
- 34.2** If this contract is awarded solely federal funding, the terms and conditions are governed by 2 CFR § 200.315 or 45 CFR § 75.322, as applicable.
- 34.3** Notwithstanding the foregoing provisions, if the Contractor or one of its Subcontractors is a university and a member of the State University System of Florida, then Section 1004.23, F.S., shall apply, but the Department shall retain a perpetual, fully-paid, nonexclusive license for its use and the use of its Contractors, Subcontractors, or Assignees of any resulting patented, copyrighted, or trademarked work products.

35. Emergency Preparedness and Continuity of Operations:

- 35.1** If the tasks to be performed pursuant to this contract include the physical care and control of clients, or the administration and coordination of services necessary for client health, safety, or welfare, the Contractor shall, within thirty (30) calendar days of the execution of this contract, submit to the DOEA Contract Manager, verification of an Emergency Preparedness Plan. In the event of an emergency, the Contractor shall notify the Department of emergency provisions immediately, or as soon as practicable.
- 35.2** In the event a situation results in a cessation of services by a Subcontractor, the Contractor shall remain responsible for performance under this contract and must follow procedures to ensure continuity of operations without interruption.

36. Equipment:

- 36.1** Equipment means: (a) tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the organization for the financial statement purposes, or \$10,000.00 [for federal funds - 2 CFR § 200.33 and 45 CFR § 75.2, as applicable], or (b); nonexpendable, tangible personal property of a non-consumable nature with an acquisition cost of \$10,000.00 or more per unit, and expected useful life of at least one (1) year; and hardback bound books not circulated to students or the general public, with a value or cost of \$250.00 or more [for state funds].
- 36.2** Contractors and Subcontractors who are Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations shall have written property management standards in compliance with 2 CFR Part 200 Administrative Requirements (formerly OMB Circular A-110) that include: (a) a property list with all the elements identified in the circular; (b) a procedure for conducting a physical inventory of equipment at least once every two (2) years; (c) a control system to insure adequate safeguards to prevent loss, damage, or theft of the equipment; and (d) maintenance procedures to keep the equipment in good condition. The property records must be maintained on file and shall be provided to the Department upon request. The Contractor shall promptly

(July 2026 – June 2027)

KR026

investigate, fully document, and notify the DOE Contract Manager of any loss, damage, or theft of equipment. The Contractor shall provide the results of the investigation to the DOE Contract Manager.

- 36.3** The Contractor's property management standards for equipment (including replacement equipment), whether acquired in whole or in part with federal funds and federally-owned equipment shall, at a minimum, meet the following requirements and shall include accurately maintained equipment records with the following information:
- 36.3.1** Property records must be maintained that include a description of the equipment;
 - 36.3.2** Manufacturer's serial number, model number, federal stock number, national stock number, or other identification number;
 - 36.3.3** Source of funding for the equipment, including the federal award identification number;
 - 36.3.4** Whether title vests in the Contractor or the federal government;
 - 36.3.5** Acquisition date (or date received, if the equipment was furnished by the federal government);
 - 36.3.6** Information from which one can calculate the percentage of federal participation in the cost of the equipment (not applicable to equipment furnished by the federal government);
 - 36.3.7** Location, use and condition of the equipment and the date the information was reported;
 - 36.3.8** Unit acquisition cost; and
 - 36.3.9** Ultimate disposition data, including date of disposal and sales price or the method used to determine current fair market value where a Contractor compensates the federal awarding agency for its share.
 - 36.3.10** A physical inventory must be taken, and the results reconciled with the property records at least once every two (2) years.
 - 36.3.11** A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated. 45 CFR § 75.320(d)(3).
 - 36.3.12** Adequate maintenance procedures must be developed to keep the property in good condition.
 - 36.3.13** If the Contractor is authorized or required to sell the equipment, proper sales procedures must be established to ensure the highest possible return.
- 36.4** Equipment purchased with federal funds with an acquisition cost of \$10,000.00 or less, and equipment purchased with state funds with an acquisition cost less than \$10,000.00 is part of the cost of carrying out the activities and functions of the grant awards and title (ownership) will vest in the Contractor [for federal funds see 2 CFR § 200.313(a) and 45 CFR § 75.320(a), as applicable], subject to the conditions of 2 CFR Part 200 and/or 45 CFR Part 75. Equipment purchased under these thresholds is considered supplies and is not subject to property standards. Equipment purchased with funds identified in the budget attachments to agreements covered by this contract or identified in the sub-agreements with Subcontractors (not included in a cost methodology), is subject to the conditions of Chapter 273, F.S., rule 60A-1.017, F. A. C., and 2 CFR Part 200 and/or 45 CFR Part 75.
- 36.5** The Contractor shall not dispose of any equipment or materials provided by the Department or purchased with funds provided through this contract without first obtaining the approval of the DOE Contract Manager. When disposing of property or equipment the Contractor must submit a written request for disposition instructions to the Department's Contract Manager. The request should include a brief description of the property, purchase price, funding source, and percentage of state or federal participation, acquisition date and condition of the property. The request should also indicate the Contractor's proposed disposition of the property (i.e., transfer or donation to another agency that administers federal programs, offer of the items for sale, destroy the items, etc.).
- 36.6** The DOE Contract Manager will issue disposition instructions. If disposition instructions are not received within one hundred twenty (120) days of the written request for disposition, the Contractor is authorized to proceed as directed in 2 CFR § 200.313 or 45 CFR § 75.320, as applicable.
- 36.7** Real property means land (including land improvements), buildings, structures and appurtenances thereto, but excludes movable machinery and equipment. Real property may not be purchased with state or federal funds through agreements covered under this contract without the prior approval of the Department. Real property purchases from Older Americans Act funds are subject to the provisions of Title 42, Chapter 35, Subchapter III,

(July 2026 – June 2027)

KR026

Part A., Section 3030b United States Code (U.S.C.). Real property purchases from state funds can only be made through fixed capital outlay grants and aids appropriations and therefore are subject to the provisions of Section 216.348, F.S.

36.8 Any permanent storage devices (e.g.: hard drives, removable storage media) must be reformatted and tested prior to disposal to ensure no confidential information remains.

36.9 The Contractor must adhere to the Department's procedures and standards when purchasing Information Technology Resources (ITR) as part of any agreement(s) incorporating this contract by reference. An ITR worksheet is required for any computer related item costing \$1,000.00 or more, including data processing hardware, software, services, supplies, maintenance, training, personnel, and facilities. The completed ITR worksheet shall be maintained in the LAN administrator's file and must be provided to the Department upon request. The Contractor has the responsibility to require any Subcontractors to comply with the Department's ITR procedures.

37. PUR 1000 Form:

The PUR 1000 Form is hereby incorporated by reference and available at:

https://www.dms.myflorida.com/business_operations/state_purchasing/state_agency_resources/state_purchasing_pur_forms

In the event of any conflict between the PUR 1000 Form and any terms or conditions of this contract, the terms or conditions of this contract shall take precedence over the PUR 1000 Form. However, if conflicting terms or conditions in the PUR 1000 Form are required by any section of the Florida Statutes, the terms or conditions contained in the PUR 1000 Form shall take precedence.

38. Use of State Funds to Purchase or Improve Real Property:

Any state funds provided for the purchase of or improvements to real property are contingent upon the Contractor or political subdivision granting to the state a security interest in the property at least to the amount of state funds provided for at least five (5) years from the date of purchase or the completion of the improvements or as further required by law.

39. Dispute Resolution:

Any dispute concerning performance of the contract shall be decided by the DOEA Contract Manager, who shall reduce the decision to writing and serve a copy on the Contractor.

40. Financial Consequences:

If the Contractor fails to meet the minimum level of service or performance identified in this contract, the Department shall impose financial consequences as stated in Attachment I.

41. No Waiver of Sovereign Immunity:

Nothing contained in this contract is intended to serve as a waiver of sovereign immunity by any entity to which sovereign immunity may be applicable.

42. Venue:

If any dispute arises out of this contract, the venue of such legal recourse shall be Leon County, Florida.

43. Entire Contract:

This contract contains all the terms and conditions agreed upon by the Parties. No oral agreements or representations shall be valid or binding upon the Department or the Contractor unless expressly contained herein or by a written amendment to this contract signed by both Parties.

44. Force Majeure:

The Parties will not be liable for any delays or failures in performance due to circumstances beyond their control, provided the party experiencing the force majeure condition provides immediate written notification to the other party and takes all reasonable efforts to cure the condition.

(July 2026 – June 2027)

KR026

45. Severability Clause:

The Parties agree that if a court of competent jurisdiction deems any term or condition herein void or unenforceable, the other provisions are severable to that void provision and shall remain in full force and effect.

46. Condition Precedent to Contract Appropriations:

The Parties agree that the Department's performance and obligation to pay under this contract are contingent upon an annual appropriation by the Legislature and the award federal funds to the State for this Contract.

47. Addition/Deletion:

The Parties agree that the Department reserves the right to add or to delete any of the services required under this contract when deemed to be in the State of Florida's best interest and reduced to a written amendment signed by both Parties. The Parties shall negotiate compensation for any additional services added.

48. Waiver:

The delay or failure by the Department to exercise or enforce any of its rights under this contract will not constitute or be deemed a waiver of the Department's right thereafter to enforce those rights, nor will any single or partial exercise of any such right preclude any other or further exercise thereof or the exercise of any other right.

49. Compliance:

The Contractor shall abide by all applicable current federal statutes, laws, rules, and regulations as well as applicable current state statutes, laws, rules and regulations. The Parties agree that failure of the Contractor to abide by these laws shall be deemed an event of default of the Contractor and subject the contract to immediate unilateral cancellation of the contract at the discretion of the Department.

50. Final Invoice:

The Contractor shall submit the final invoice for payment to the Department no later than thirty (30) days after the contract ending date unless otherwise specified in Attachment I. If the Contractor fails to do so, all right to payment is forfeited and the Department shall not honor any requests submitted after the aforesaid time period. Any payment due under the terms of this contract shall be withheld until all required documentation and reports due from the Contractor and necessary adjustments thereto have been approved by the Department.

51. Amendment or Modification:

Amendment or modification of the provisions of this Contract shall be valid only when they have been reduced to writing and duly signed by both parties. The rate of payment and the total dollar amount may be adjusted retroactively to reflect price level increases and changes in the rate of payment when these have been established through the appropriations process and subsequently identified in the Department's operating budget.

52. Suspension of Work:

The Department may, in its sole discretion, suspend any or all activities under the contract or purchase order, at any time, when in the interest of the State to do so. The Department shall provide the Contractor written notice outlining the particulars of suspension. Examples of the reason for suspension include, but are not limited to, budgetary constraints, declaration of emergency, or other such circumstances. After receiving a suspension notice, the Contractor shall comply with the notice and shall not accept any purchase orders. Within ninety (90) days, or any longer period agreed to by the Contractor, the Department shall either: (1) issue a notice authorizing resumption of work, at which time activity shall resume, or (2) terminate the contract or purchase order. Suspension of work shall not entitle the Contractor to any additional compensation.

53. Termination:

53.1 Termination for Convenience. The Department, by written notice to the Contractor, may terminate this contract in whole or in part when the Department determines in its sole discretion that it is in the State's interest to do so. The Contractor shall not furnish any product after it receives the notice of termination, except as necessary to complete the continued portion of this contract, if any. The Contractor shall not be entitled to recover any cancellation charges or lost profits.

53.2 Termination for Cause. The Department may terminate this contract if the Contractor fails to: (1) deliver the product within the time specified in the contract or any extension, (2) maintain adequate progress, thus endangering performance of the contract, (3) honor any term of the contract, or (4) abide by any statutory,

(July 2026 – June 2027)

KR026

regulatory, or licensing requirement. The Contractor shall continue work on any work not terminated. Except for defaults of Subcontractors at any tier, the Contractor shall not be liable for any excess costs if the failure to perform the contract arises from events completely beyond the control, and without the fault or negligence, of the Contractor. If the failure to perform is caused by the default of a Subcontractor at any tier, and if the cause of the default is completely beyond the control of both the Contractor and the Subcontractor, and without the fault or negligence of either, the Contractor shall not be liable for any excess costs for failure to perform, unless the subcontracted products were obtainable from other sources in sufficient time for the Contractor to meet the required delivery schedule. If, after termination, it is determined that the Contractor was not in default, or that the default was excusable, the rights and obligations of the Parties shall be the same as if the termination had been issued for the convenience of the Department. The rights and remedies of the Department in this clause are in addition to any other rights and remedies provided by law or under the contract.

54. Electronic Records and Signature:

The Department authorizes, but does not require, the Contractor to create and retain electronic records and to use electronic signatures to conduct transactions necessary to carry out the terms of this contract. A Contractor that creates and retains electronic records and uses electronic signatures to conduct transactions shall comply with the requirements contained in the Uniform Electronic Transaction Act, Section 668.50, F.S. All electronic records must be fully auditable; are subject to Florida's Public Records Law, Chapter 119, F.S.; must comply with contract Section 29, Data Integrity and Safeguarding Information; must maintain all confidentiality, as applicable; and must be retained and maintained by the Contractor to the same extent as non-electronic records are retained and maintained as required by this contract.

54.1 The Department's authorization pursuant to this section does not authorize electronic transactions between the Contractor and the Department. The Contractor is authorized to conduct electronic transactions with the Department only upon further written consent by the Department.

54.2 Upon request by the Department, the Contractor shall provide the Department with non-electronic (paper) copies of records. Non-electronic (paper) copies provided to the Department of any document that was originally in electronic form with an electronic signature must identify the person and the person's capacity who electronically signed the document on any non-electronic copy of the document.

55. Contract Manager:

The Department may substitute any Department employee to serve as the DOEA Contract Manager.

56. Antitrust Assignment:

The Contractor, Department, and the State of Florida recognize that in actual economic practice, overcharges resulting from antitrust violations are in fact usually borne by the State of Florida. Therefore, the Contractor hereby assigns to the State of Florida any and all claims for such overcharges as to goods, materials, or services purchased in connection with the Contract.

57. Official Payee and Representatives (Names, Addresses, and Telephone Numbers):

a.	The Contractor name, as shown on page 1 of this contract, and mailing address of the official payee to whom the payment shall be made is:	Alliance for Aging, Inc. 760 NW 107th Avenue, Suite 214 Miami, FL 33172
b.	The name of the contact person and street address where financial and administrative records are maintained is:	Stanley McNeese, Fiscal Officer 760 NW 107th Avenue, Suite 214 Miami, FL 33172
c.	The name, address, and telephone number of the representative of the Contractor responsible for administration of the program under this contract is:	Max Rothman, Executive Director, 760 NW 107th Avenue, Suite 214 Miami, FL 33172 3056706500
d.	The section and location within the Department where Requests for Payment and Receipt and Expenditure forms are to be mailed is:	Florida Department of Elder Affairs Division of Financial Administration 4040 Esplanade Way, Suite 215 Tallahassee, Florida 32399-7000

(July 2026 – June 2027)

KR026

e.	The name, address, and telephone number of the Contract Manager for this contract is:	Amber Ladd, FCCM 4040 Esplanade Way, Suite 325C Tallahassee, Florida 32399-7000 850-414-2105
After the execution of this Contract, the party making any changes in representatives (names, addresses, telephone numbers) must notify the other party in writing of such change and such changes shall not require a formal amendment to the Contract.		

58. Notice:

Unless otherwise expressly provided in this Contract, all notices, requests, demands, or other communications (“Notice”) required or permitted under this Contract shall be in writing and shall be delivered to the Contractor Representative or the Department Contract Manager at the addresses or email addresses listed above (or to such other address or email as a party may designate by written Notice to the other party). Notice shall be deemed given and received as follows:

- (a) Personal Delivery. On the date of delivery when delivered personally.
- (b) Overnight Delivery. If delivered by a recognized overnight courier service (such as FedEx, UPS, or DHL), on the date of delivery;
- (c) Certified or Registered Mail. If sent by certified or registered mail, return receipt requested, postage prepaid, on the third (3rd) business day after the date of mailing; or
- (d) Email. On the date sent, if sent by email during the recipient’s normal business hours, provided that (i) no automated message indicating delivery failure is received, and (ii) the sender retains a copy of the sent email. If sent outside normal business hours, Notice is deemed received on the next business day.

59. All Terms and Conditions Included:

This contract and its Attachments I – XIX, including any exhibits referenced in said attachments, together with any documents incorporated by reference, contain all the terms and conditions agreed upon by the Parties. There are no provisions, terms, conditions, or obligations other than those contained herein, and this contract shall supersede all previous communications, representations, or agreements, either written or verbal, between the Parties.

By signing this contract, the Parties agree that they have read and agree to the entire contract.

IN WITNESS WHEREOF, the Parties hereto have caused this sixty-five (65) page contract to be executed by their undersigned officials as duly authorized.

CONTRACTOR:
ALLIANCE FOR AGING, INC.

DocuSigned by:
SIGNED BY: 
NAME: Max Rothman
TITLE: Pres. & CEO
DATE: 5/27/2026

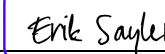
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STATE OF FLORIDA,
DEPARTMENT OF ELDER AFFAIRS

Signed by:
SIGNED BY: 
NAME: MICHELLE BRANHAM
TITLE: SECRETARY
DATE: 5/31/2026

Approved as to form and legal sufficiency, subject only to full and proper execution by the Parties.

OFFICE OF GENERAL COUNSEL
FLORIDA DEPARTMENT OF ELDER AFFAIRS

Signed by:
SIGNED BY: 
NAME: Erik Saylor
TITLE: General Counsel
DATE: 5/27/2026

(July 2026 – June 2027)

KR026

INDEX OF ATTACHMENTS

ATTACHMENT I.....	19
<i>STATEMENT OF WORK.....</i>	<i>19</i>
ATTACHMENT II	32
<i>FINANCIAL AND COMPLIANCE AUDIT</i>	<i>32</i>
<i>EXHIBIT 1</i>	<i>35</i>
<i>EXHIBIT 2</i>	<i>37</i>
ATTACHMENT III.....	38
<i>CERTIFICATIONS AND ASSURANCES</i>	<i>38</i>
ATTACHMENT IV	43
<i>ASSURANCES—NON-CONSTRUCTION PROGRAMS.....</i>	<i>43</i>
ATTACHMENT V.....	45
<i>FLORIDA DEPARTMENT OF ELDER AFFAIRS CIVIL RIGHTS COMPLIANCE CHECKLIST.....</i>	<i>45</i>
<i>INSTRUCTIONS FOR THE CIVIL RIGHTS COMPLIANCE CHECKLIST.....</i>	<i>47</i>
ATTACHMENT VI.....	49
<i>CONTRACTOR’S STATE CONTRACT LIST</i>	<i>49</i>
ATTACHMENT VII	50
<i>BACKGROUND SCREENING</i>	<i>50</i>
ATTACHMENT VIII.....	51
<i>CERTIFIED MINORITY BUSINESS SUBCONTRACTOR EXPENDITURES (CMBE FORM).....</i>	<i>51</i>
ATTACHMENT IX.....	53
<i>DOEA TOTAL COMPENSATION PAID TO NON-PROFIT PERSONNEL USING STATE FUNDS.....</i>	<i>54</i>
ATTACHMENT X.....	55
<i>BUDGET SUMMARY.....</i>	<i>55</i>
ATTACHMENT XI.....	56
<i>COST REIMBURSEMENT / UNIT RATE REQUEST</i>	<i>56</i>
ATTACHMENT XII	57
<i>COST REIMBURSEMENT SUMMARY.....</i>	<i>57</i>
ATTACHMENT XIII.....	58
<i>RELIEF INVOICE SCHEDULE</i>	<i>58</i>
ATTACHMENT XIV	59
<i>ANNUAL BUDGET & INVOICE TRACKING</i>	<i>59</i>
ATTACHMENT XV.....	60
<i>TIME AND TRAVEL LOG.....</i>	<i>60</i>
ATTACHMENT XVI	62
<i>MONTHLY SERVICE RECORD</i>	<i>62</i>
ATTACHMENT XVII.....	63
<i>RELIEF VOLUNTEER FILE CHECKLIST.....</i>	<i>63</i>
ATTACHMENT XVIII.....	64
<i>RECEIPTS AND EXPENDITURE REPORT RELIEF PROGRAM.....</i>	<i>64</i>
ATTACHMENT XIX	65
<i>REQUEST FOR PAYMENT.....</i>	<i>65</i>

(July 2026 – June 2027)

KR026

ATTACHMENT I STATEMENT OF WORK

RESPITE FOR ELDERS LIVING IN EVERYDAY FAMILIES (RELIEF)

I. SERVICES TO BE PROVIDED

A. Definitions of Contract Specific Terms

Evening/Weekend Respite: Respite services that begin or end after three o'clock (3:00) P.M.; respite services that end at a time when the majority of adult day care centers in the community have closed; or respite services that are provided at any time on a Saturday or Sunday.

Family Unit, Respite, Stipend, and Volunteer Service System are defined as stated in Section 430.071, Florida Statutes (F.S.).

Local Provider: A local agency that contracts with the Area Agency on Aging (AAA) to deliver RELIEF services to the community.

Unit Cost: The contracted rate of reimbursement to the Contractor for volunteer service hours provided by volunteers, including direct services, travel and training.

Unit of Service: One (1) hour of service provided by a volunteer.

Volunteer Service Hours: The total hours of services provided by volunteers on behalf of the RELIEF program, including direct service, travel, and training hours.

B. General Description

1. **General Statement.** The RELIEF program is a volunteer-based program providing in-home respite to caregivers of frail, homebound elders aged sixty (60) years or older. The RELIEF program provides in-home respite that is beyond the provisions of current public programs using a multigenerational corps of volunteers, volunteers who receive a stipend, and any other appropriate personnel as determined by the department who provide up to four (4) hours of in-home respite at a time, with an emphasis on evening and weekend hours. The intent of the RELIEF program is to provide family caregivers with a much-needed break to allow the family unit to continue caring for a homebound elder without becoming ill themselves.
2. **Authority.** The authority for this contract and any subsequent contract amendments made during the contract period is provided by Section 430.071, F.S.
3. **Scope of Service.** The Contractor is responsible for the programmatic, fiscal, and operational management of the RELIEF program. The Contractor shall provide services in a manner consistent with the Contractor's current Area Plan, as updated, and the current Florida Department of Elder Affairs (DOEA or Department) Programs and Services Handbook (DOEA Handbook), which are hereby incorporated by reference. The Contractor agrees to be bound by all subsequent amendments and revisions to the DOEA Handbook, and the Contractor agrees to accept all such amendments and revisions.
4. **Major Program Goals**
 - a. Provide respite services to caregivers of frail, homebound elders age sixty (60) years or older at no cost to the family unit;
 - b. Develop opportunities for a multigenerational corps of volunteers to contribute to their communities; and
 - c. Provide stipends and reimbursements to qualified volunteers, enabling them to provide services at no cost to themselves.

C. Clients to be Served

1. **General Description -** RELIEF serves the caregivers of frail, homebound seniors age sixty (60) years or older.
2. **Client Eligibility -** In accordance with Section 430.071, F.S., and Rule 58A-1.010(1)(a), Florida Administrative Code (F.A.C.), to receive assistance from the RELIEF program, the family unit must be assessed according to the following guidelines developed by the Department to determine the need for respite services:
 - a. Client must be assessed using the Client Assessment Tool 701A;

(July 2026 – June 2027)

KR026

- b. The family unit must be unable to pay for respite without jeopardizing other basic needs, including, but not limited to, food, shelter, and medications; and
 - c. The homebound elderly individual, for whom the family unit is caring, is sixty (60) years of age or older, requires assistance to remain in the home, and, without this assistance, would need to move to an assisted living facility or a nursing facility.
3. **Client Determination** - The Department shall have final authority for the determination of client eligibility.
 4. **Contract Limits** - In no case shall the Contractor be required to incur costs in excess of the total contract amount to provide services as required by this contract.

II. MANNER OF SERVICE PROVISION

A. Service Tasks, Performance Measures, Deliverables, and Source Documentation

The Contractor shall subcontract with local providers in the implementation of the RELIEF Program service tasks, deliverables, and performance measures as outlined herein.

1. Assessing Client Needs

The Contractor shall ensure that the requirements of Section 430.071, F.S., are met and shall use the criteria set forth above in Section I.C.2., Client Eligibility, (above), to assess the needs of clients, as well as the Client Assessment Tool 701A as described in the current DOEA Handbook.

2. Volunteer Recruitment

The Contractor shall ensure the recruitment of volunteers to meet a total annual goal of 14,072 volunteer service hours during the contract period.

3. Volunteer Qualifications

The Contractor shall ensure that all volunteers providing services under this contract are qualified as set forth below. Volunteer qualifications shall be included in all position descriptions and recruitment advertisements. Qualified volunteers shall:

- a. Be age eighteen (18) or older;
- b. Pass a Level II criminal background screening in accordance with Section 430.0402, F.S, Chapter 435, F.S, Section 8 of the contract, and the current DOEA forms, and the current DOEA forms released in the Notices of Instruction (NOI); and
- c. Commit to serve at least four (4) hours per week.

4. Volunteer Screening

All potential volunteers must undergo a Level II background screening in accordance with Section 430.0402, F.S., and Chapter 435, F.S. All volunteers must pass the Level II background screening before enrolling in the RELIEF program and commencing training and services.

5. Volunteer Orientation

The Contractor shall ensure that all volunteers comply with annual training requirements, including Volunteer Orientation. Each volunteer must complete the orientation program before they provide any services to clients. DOEA reserves the right to monitor the Contractor's Volunteer Orientation presentation to ensure compliance with this section. Volunteer Orientation shall be documented in the volunteer file. The Contractor's Volunteer Orientation must provide information to volunteers that improves their abilities to serve clients including:

- a. A general explanation of the RELIEF program;
- b. A description of the objectives of respite services;
- c. Information concerning the roles and activities involved in being a RELIEF volunteer;
- d. An introduction of Contractor staff and volunteers;
- e. General information regarding the Contractor, including the Contractor's mission and purpose;

(July 2026 – June 2027)

KR026

- f. Information about mandatory reporting of abuse, neglect or exploitation of vulnerable adults; and
- g. Information about community services available to enable RELIEF volunteers to be better advocates for their clients.

6. Volunteer Training

The Contractor shall ensure that volunteers participate in a minimum of twenty (20) hours of pre-service training before providing any services to clients. After completing pre-service training, volunteers must complete an additional three (3) hours of in-service training each quarter. Volunteers shall be provided information regarding training goals including scheduled meeting dates, in-service training, and volunteer recognition events. The goals of volunteer training are to:

- a. Provide detailed instruction on working with elders who have special or exceptional needs;
- b. Share information and guidance on matters pertinent to aging; and
- c. Provide information about community resources which may be accessed by clients.

7. In-Service Training

The Contractor shall ensure that in-service training is designed to enhance the volunteers' knowledge, skills, and abilities in providing program services. While general information topics may be included as part of in-service training, the following subjects shall be included to clarify program objectives and enhance volunteers' skills:

- a. Program policies and procedures;
- b. Team building exercises and leadership skill building;
- c. Psychological, physiological, and social aspects of aging;
- d. Alzheimer's disease and dementia;
- e. Community resources and services;
- f. Advocacy;
- g. Household management;
- h. Health and personal care assistance; and
- i. Abuse, neglect, or exploitation of vulnerable adults.

8. Volunteer Training Log

Volunteer training hours shall be documented on the RELIEF Program Volunteer Time and Travel Log (Attachment XV), which must be approved and signed by the program supervisor in order to receive reimbursement. In addition, volunteer training agendas and sign-in sheets must be submitted with monthly invoices and maintained onsite as part of the volunteer documentation file. All hours of service performed must be recorded on the RELIEF Program Volunteer Time and Travel Log and reported on the RELIEF Monthly Service Record (Attachment XVI).

9. Volunteer Stipend Payments

The Contractor may provide volunteers with a stipend for a period of service. The stipend may not exceed an amount equal to the federal minimum wage. Although the stipend is not an hourly wage it may be considered income. The Contractor shall ensure compliance with the Fair Labor Standards Act.

10. Reviews of Volunteer Performance

The Contractor shall ensure each volunteer receives a performance review at least once per calendar year. The Contractor shall inform each volunteer of the timing, content, and process of performance reviews before placement with a client. Performance reviews shall acknowledge any volunteer work that has exceeded expectations, as well as identify any areas that need improvement. The Contractor shall maintain completed performance reviews for all volunteers. At a minimum, performance evaluations shall measure the following for each volunteer:

(July 2026 – June 2027)

KR026

- a. Performance of tasks/assignments;
- b. Reliability and promptness;
- c. Relationships with staff, clients, caregivers and other volunteers;
- d. Willingness to follow policies and procedures; and
- e. Attendance at required meetings/training.

11. Supervision of Volunteers

The Contractor shall ensure volunteers receive proper supervision to maintain a consistently high level of performance and to ensure that the volunteer operates within the guidelines established by the Contractor, the local provider, the Department, and Section 430.071 F.S. Volunteer position descriptions shall include the name of the staff member(s) authorized to supervise volunteer activities. Supervision activities shall include, but are not limited to, the following:

- a. Conducting orientations (pre-service training) and regular in-service training to explain policies in order to enhance skills related to assignments and provide information on community services;
- b. Assisting the volunteer and the clients they serve with maintaining one-on-one relationships;
- c. Periodic on-site visits to monitor the volunteer's satisfaction with the assignment and the progress of the client to determine the appropriateness of the assignment; and
- d. Helping volunteers arrange for community services that benefit the client.

12. Volunteer Assignments

The Contractor shall ensure volunteers are assigned to clients in a way that benefits both the volunteer and the client. The Contractor may place one volunteer with multiple clients, based upon the demand for services and the ability of the volunteer to provide services. Two (2) volunteers may not serve the same client, unless the caregiver agrees upon a staggered schedule (i.e., Volunteer A serves the client on Monday, Wednesday, and Friday and Volunteer B serves the client on Tuesday and Thursday) and it is approved by the program manager/supervisor. Additionally, if the assigned volunteer is temporarily unable to serve the client during the approved specified time agreed upon by the caregiver, then a short-term substitute may be selected by the program manager/supervisor.

All RELIEF volunteer assignments must:

- a. Involve person-to-person relationships with the clients served;
- b. Be meaningful and rewarding to RELIEF volunteers; and
- c. Provide meaningful services to the family unit and elder.

13. Volunteer Assignment Priority

The Contractor shall ensure that volunteer assignments shall be made that accomplish the following:

- a. Deter or delay institutionalization of homebound elders with mental, emotional, and/or physical impairments who need outside assistance to achieve and maintain their fullest potential to manage their lives; and
- b. Provide respite to households in which the burden of care for aged persons' rests with household members who find it difficult to provide the level of support needed to prevent institutional placement.
- c. Clients requiring services after 3 pm and Saturday and Sunday.

14. Volunteer Records

The Contractor shall ensure the collection of current and accurate volunteer data for each volunteer. The Contractor shall ensure that volunteer records are stored in locked files. Personal information contained on the enrollment forms, such as home address, shall not be disclosed, except with the express prior written permission of the volunteer. Records are also subject to state law or local ordinance governing access to records. The RELIEF Volunteer File Checklist (Attachment XVII) shall be used to ensure each file contains the following signed and/or completed information:

(July 2026 – June 2027)

KR026

- a. Volunteer Application;
- b. Documentation verifying successful completion of Level II background screening;
- c. Reference Check Documentation;
- d. Position Description;
- e. Confidentiality Statement;
- f. Grievance Procedures;
- g. Statement of Understanding (allowable and prohibited activities);
- h. Respite Assignment Sheets; and
- i. RELIEF Program Time and Travel Log.
- j. Training Documentation

15. Volunteer Recognition

The Contractor shall ensure that on-going volunteer recognition activities are conducted and shall hold at least one recognition event during the contract term to recognize the work and accomplishments of volunteers. Volunteer recognition events may be included in orientation/training scheduling plans.

16. Task Limits

The Contractor shall not perform any tasks related to this contract other than those described in this contract without the express written consent of the Department.

17. Programmatic Reports

The Contractor is responsible for timely responding to routine and/or special requests for information and reports required by the Department. The Contractor must establish due dates for any subcontractors that permit the Contractor to meet the Department's reporting requirements. Reports and information that the Contractor shall provide to the Department include RELIEF Monthly Service Record (Attachment XVI) and Client Information and Registration Tracking System (eCIRTS) Reports, as described in the DOEA Handbook.

a. RELIEF Monthly Service Record

The Contractor shall submit to the DOEA Contract Manager a complete and accurate Monthly Service Record (Attachment XVI) and eCIRTS Reports by the dates provided in the RELIEF Invoice Schedule (Attachment XIII). The Monthly Service Record shall be completed based on the RELIEF Program Volunteer Time and Travel Log (Attachment XV), that has been signed and dated by both the volunteer and the volunteer's supervisor. The contractor may moderately revise Attachment XV to suit its program needs provided the original information is retained and clearly displayed.

b. eCIRTS Reports

The Contractor shall ensure all clients receiving RELIEF services are enrolled in eCIRTS and monthly client Service Units are reported in accordance with the current DOEA Handbook.

18. Records and Documentation

The Contractor shall ensure the collection and maintenance of client and service information on a monthly basis in eCIRTS or any such system designated by the Department. Maintenance includes valid exports and backups of all data and systems according to Department standards. The Contractor agrees to make available to Department staff, and/or any party designated by the Department, all contract-related records and documentation.

B. Staffing Requirements

Staffing Levels - The Contractor shall assign its own administrative and support staff as needed to perform the tasks, responsibilities, and duties under this contract and ensure that subcontractors dedicate adequate staff accordingly. The Contractor shall designate at least one key staff member responsible for program oversight and technical assistance to subcontractors. The Contractor shall ensure that adequate staff are available to ensure access

(July 2026 – June 2027)

KR026

and continuity of services. The Contractor shall provide the DOEA Contract Manager with the name and contact information for all key staff members. The DOEA Contract Manager shall be informed of any personnel changes during the contract period.

1. **Subcontractors** – If this contract involves the use of a subcontractor or a third-party local provider, then the Contractor shall not delay the implementation of its contract with the subcontractor. If any circumstances occur that may result in a delay for a period of sixty (60) days or more of the initiation of the subcontract or the performance of the Subcontractor, the Contractor shall notify the DOEA Contract Manager in writing of such delay. The Contractor shall not permit a Subcontractor to perform services related to this contract without having a binding, executed Subcontractor contract in place prior to the Subcontractor's provision of services. A copy of the executed Subcontractor contract shall be provided to the DOEA Contract Manager.
2. **Monitoring the Performance of Subcontractors** - The Contractor shall monitor, at least once per year, all subcontractors paid from funds provided under this contract. The Contractor shall perform ongoing fiscal, administrative, and programmatic monitoring of subcontractors to ensure subcontractors' contractual compliance, fiscal accountability, programmatic performance, and compliance with applicable state and federal laws and regulations. The Contractor shall monitor to ensure that the budget is met, the scope of work is accomplished within the specified period, and all other performance goals stated in this contract are achieved. The Contractor shall provide copies of Annual Subcontractor Monitoring Reports to the DOEA Contract Manager. This subcontract shall be submitted in accordance with deliverable 2.

C. Service Location and Equipment

1. **Service Delivery Location** - The Contractor shall ensure the services listed in this contract are provided to clients in-home.
2. **Service Times** - The Contractor shall ensure the services listed in this contract are available at appropriate times to meet client service needs, with an emphasis on evening and weekend care. The Contractor shall ensure subcontractors have a volunteer policy that defines service times for evenings and weekends.
3. **Changes in Location or Service Times**- The Contractor shall provide the DOEA Contract Manager with thirty (30) days' notice of any plan that temporarily or permanently changes any service delivery location or service times.
4. **Equipment** - Contractor shall be responsible for supplying, at its own expense, all equipment necessary for its performance under this contract including, but not limited to, computers, telephones, copiers, fax machines, which includes maintenance, repair, and replacement of equipment. This shall also include any equipment that is rented for the function of the office. Supplies may be included for reimbursement as long as it is allowable, reasonable and necessary to the function of the office and methodology is provided for its intended use and approved by the DOEA Contract Manager through the cost analysis process that is submitted prior to the execution of the contract. Any line-item budget that has not been approved cannot be reimbursed.

D. Contractor Responsibilities

1. **Contractor Unique Activities** - All tasks listed above in Section II.A., Service Tasks, Performance Measures, Deliverables, and Source Documentation, are solely and exclusively the responsibility of the Contractor and are tasks for which, by execution of this contract, the Contractor agrees to be held accountable.
2. **Coordination with Other Entities** - Notwithstanding that services for which the Contractor is held accountable involve coordination with other entities in performing the requirements of this contract, the failure of other entities does not alleviate the Contractor from any accountability for tasks or services that the Contractor is obligated to perform pursuant to this contract.

E. Department Responsibilities

1. **Department Obligations** - The Department may, within its resources, provide technical support and/or assistance to the Contractor to assist the Contractor in meeting the requirements of this contract. The Department's support and/or assistance, or lack thereof, shall not relieve the Contractor from full performance of contract requirements.
2. **Department Determinations** - The Department reserves the exclusive right to make certain determinations in the tasks and approaches to tasks performed by the Contractor. The absence of the Department setting forth a specific reservation of rights does not mean that all other areas of this contract are subject to mutual agreement.

(July 2026 – June 2027)

KR026

F. Monitoring and Evaluation Methodology - The Department shall review and evaluate the performance of the Contractor under the terms of this contract. Monitoring shall be conducted through direct contact with the Contractor via telephone, in writing, or on-site visit. The primary, secondary or signatory of the contract must be present for any on-site programmatic monitoring visit. The Department reserves the right to conduct an unannounced on-site visit by persons duly authorized by the Department. The Department's determination of acceptable performance shall be final. The Contractor agrees to cooperate with the Department in monitoring the progress of completion of the service tasks and deliverables. The Department may use, but is not limited to, one or more of the following methods for monitoring:

1. Desk reviews and analytical reviews;
2. Scheduled, unscheduled, and follow-up on-site visits;
3. Client visits;
4. Review of independent auditor's reports;
5. Review of third-party documents and/or evaluations;
6. Review of progress reports;
7. Review of client satisfaction surveys;
8. Agreed-upon procedures review by an external auditor or consultant;
9. Limited-scope reviews; and/or
10. Other procedures as deemed necessary by the Department.

III. METHOD OF PAYMENT

A. Payment Method Used – The method of payment is a combination of Fixed Price/Unit Cost and Cost Reimbursement. The total contract amount may not exceed the amount found on page one of this contract. The Department will pay the Contractor upon satisfactory completion of the Tasks/Deliverables, as specified herein and in accordance with the terms and conditions of this contract.

B. Service Unit

1. Cost reimbursement - Payment may be authorized only for allowable expenditures which are in accordance with the services specified herein. The Contractor must meet the minimum level of performance stated in the contract in order to receive monthly payments.
2. Fixed Price/Unit Cost - The service unit for this contract shall be measured as one (1) hour of respite care to an eligible client or one (1) hour of pre-service or in-service training.

C. Method of Invoice Payment - Payment shall be made upon Contractor's presentation of an invoice subsequent to acceptance and approval by the Department of the deliverables shown on the invoice.

1. To receive payment, the Contractor shall comply with the following invoice, reporting, documentation, and submission requirements:
 - a. Each invoice shall include a Remittance Address – this must correspond exactly to the “Remit To” address provided to My Florida Market Place (MFMP) during registration.
 - b. Fixed Price/Unit Cost - Request payment monthly for the units of services completed during the reporting period. Invoice documentation of service delivery must include the RELIEF Cost Reimbursement/Unit Rate Request form (Attachment XI), the RELIEF Program Cost Reimbursement Summary form (Attachment XII), the eCIRTS Client Service Units Report, Volunteer time and travel logs and training agenda, materials, and sign in sheets. Payment shall be made for services at a rate of \$13.00 per unit. All units of service, including training hours, shall be reported on the Cost Reimbursement/Unit Rate Request form and the RELIEF Program Cost Reimbursement Summary form and submitted with the monthly invoice along with supporting documentation. Invoice documentation must include the Annual Budget and Invoice Tracking (Attachment XIV), the Monthly Service Record (Attachment XVI), the Volunteer Time and Travel Logs (Attachment XV) and training documentation. Fixed unit cost payment requests must

(July 2026 – June 2027)

KR026

show units of service and applicable unit costs with extensions that equal the total invoice amount. Only the approved listed attachments under III.C.1.b will be accepted with Request for Reimbursement.

- c. **Cost Reimbursement** - The Department will reimburse the Contractor for allowable expenditures to complete the tasks and deliverables required by this contract. Supporting documentation shall be maintained by the Contractor in support of expenditure payment requests for the cost reimbursement portion of this contract. Documentation for each amount for which reimbursement is being claimed must indicate that the item has been paid. Documentation should clearly reflect the dates of service. Only expenditures for categories in the approved contract budget may be reimbursed. These expenditures must be allowable pursuant to law and directly related to the services being provided. The RELIEF Cost Reimbursement/Unit Rate Request (Attachment XI) and the RELIEF Program Cost Reimbursement Summary form (Attachment XII) must be submitted with the monthly invoice. Reimbursement amounts for administrative costs must be reflected on the RELIEF Program Cost Reimbursement Summary form and include only items contained in the Contractor's Cost Analysis Form. All supporting documentation must be provided at the time of Request for Reimbursement submission to the Department. Any requested changes to the approved budget subsequent to the execution of this contract must be submitted to the DOEA Manager for written approval. Any change to the total contract amount requires a formal contract amendment. The Contractor shall consolidate all Requests for Payment from subcontractors and submit to the Department using the RELIEF Program Cost Reimbursement/Unit Rate Request form (Attachment XI) and the RELIEF Program Cost Reimbursement Summary form (Attachment XII) to support expenditures for services resulting from this contract, including administrative expenses must include itemized expenditure categories; and
- d. Complete Request for Reimbursement and supporting documentation must be submitted to the Department (Finance and Accounting) by the 19th of each month.
- e. The Contractor shall submit the final invoice to the Department no later than August 15, 2027
- f. Payments shall be made pursuant to the Schedule of Deliverables as follows:

SCHEDULE OF DELIVERABLES

Deliverable Description & Source (Supporting) Documentation	Reporting Period	Due Date
Deliverable #1 – A minimum of 100 hours of in-home respite services provided within the month of July. Supporting Documentation July: Cost Reimbursement/Unit Rate Request, Cost Reimbursement Summary, Annual Budget & Invoice Tracking form, eCIRTS Client Service Unit Report, Monthly Service Record, volunteer time and travel logs and volunteer training documentation, 105R form, 106R form and CMBE form Updated Name and contact information for all key RELIEF staff.	July 1- July 31, 2026	August 19, 2026
Deliverable #2 – A minimum of 100 hours of in-home respite services provided within the month of August. Supporting Documentation August: Cost Reimbursement/Unit Rate Request, Cost Reimbursement Summary, Annual Budget & Invoice Tracking form, eCIRTS Client Service Unit Report, Monthly Service Record, volunteer time and travel logs and volunteer training documentation, 105R form, 106R form and CMBE form. Signed subcontract with provider(s).	Aug. 1-Aug. 31, 2026	September 19, 2026
Deliverable #3 – A minimum of 100 hours of in-home respite services provided within the month of September. Supporting Documentation September:	Sept. 1 – Sept. 30, 2026	October 19, 2026

(July 2026 – June 2027)

KR026

Cost Reimbursement/Unit Rate Request, Cost Reimbursement Summary, Annual Budget & Invoice Tracking form, eCIRTS Client Service Unit Report, Monthly Service Record, volunteer time and travel logs and volunteer training documentation, 105R form, 106R form and CMBE form.		
Deliverable #4 – A minimum of 100 hours of in-home respite services provided within the month of October. Supporting Documentation October: Cost Reimbursement/Unit Rate Request, Cost Reimbursement Summary, Annual Budget & Invoice Tracking form, eCIRTS Client Service Unit Report, Monthly Service Record, volunteer time and travel logs and volunteer training documentation, 105R form, 106R form and CMBE form.	Oct. 1- Oct. 31, 2026	November 19, 2026
Deliverable #5 – A minimum of 100 hours of in-home respite services provided within the month of November. Supporting Documentation November: Cost Reimbursement/Unit Rate Request, Cost Reimbursement Summary, Annual Budget & Invoice Tracking form, eCIRTS Client Service Unit Report, Monthly Service Record, volunteer time and travel logs and volunteer training documentation, 105R form, 106R form and CMBE form.	Nov. 1 – Nov 30, 2026	December 19, 2026
Deliverable #6 – A minimum of 100 hours of in-home respite services provided within the month of December. Supporting Documentation December: Cost Reimbursement/Unit Rate Request, Cost Reimbursement Summary, Annual Budget & Invoice Tracking form, eCIRTS Client Service Unit Report, Monthly Service Record, volunteer time and travel logs and volunteer training documentation, 105R form, 106R form and CMBE form.	Dec. 1 – Dec. 31, 2026	January 19, 2027
Deliverable #7 – A minimum of 100 hours of in-home respite services provided within the month of January. Supporting Documentation January: Cost Reimbursement/Unit Rate Request, Cost Reimbursement Summary, Annual Budget & Invoice Tracking form, eCIRTS Client Service Unit Report, Monthly Service Record, volunteer time and travel logs and volunteer training documentation, 105R form, 106R form and CMBE form.	Jan. 1 – Jan. 31, 2027	February 19, 2027
Deliverable #8 – A minimum of 100 hours of in-home respite services provided within the month of February. Supporting Documentation February: Cost Reimbursement/Unit Rate Request, Cost Reimbursement Summary, Annual Budget & Invoice Tracking form, eCIRTS Client Service Unit Report, Monthly Service Record, volunteer time and	Feb. 1 – Feb. 28, 2027	March 19, 2027

(July 2026 – June 2027)

KR026

travel logs and volunteer training documentation, 105R form, 106R form and CMBE form.		
Deliverable #9 – A minimum of 100 hours of in-home respite services provided within the month of March. Supporting Documentation March: Cost Reimbursement/Unit Rate Request, Cost Reimbursement Summary, Annual Budget & Invoice Tracking form, eCIRTS Client Service Unit Report, Monthly Service Record, volunteer time and travel logs and volunteer training documentation, 105R form, 106R form and CMBE form.	Mar. 1 – Mar. 31, 2027	April 19, 2027
Deliverable #10 – A minimum of 100 hours of in-home respite services provided within the month of April. Supporting Documentation April: Cost Reimbursement/Unit Rate Request, Cost Reimbursement Summary, Annual Budget & Invoice Tracking form, eCIRTS Client Service Unit Report, Monthly Service Record, volunteer time and travel logs and volunteer training documentation, 105R form, 106R form and CMBE form.	Apr. 1 – Apr. 30, 2027	May 19, 2027
Deliverable #11 – A minimum of 100 hours of in-home respite services provided within the month of May. Supporting Documentation May: Cost Reimbursement/Unit Rate Request, Cost Reimbursement Summary, Annual Budget & Invoice Tracking form, eCIRTS Client Service Unit Report, Monthly Service Record, volunteer time and travel logs and volunteer training documentation, 105R form, 106R form and CMBE form.	May 1 – May 31, 2027	June 19, 2027
Deliverable #12 – A minimum of 100 hours of in-home respite services provided within the month of June. Supporting Documentation June: Cost Reimbursement/Unit Rate Request, Cost Reimbursement Summary, Annual Budget & Invoice Tracking form, eCIRTS Client Service Unit Report, Monthly Service Record, volunteer time and travel logs and volunteer training documentation 105R form, 106R form and CMBE form.	June 1 – June 30, 2027	July 19, 2027
Deliverable #13 – July 1 through June 30 final invoice submission for reimbursement. Supporting Documentation: Cost Reimbursement/Unit Rate Request, Cost Reimbursement Summary, Annual Budget & Invoice Tracking form, eCIRTS Client Service Unit Report, Monthly Service Record, volunteer time and travel logs and volunteer training documentation, 105R form, 106R form and CMBE form.	July 1, 2023 – June 30, 2027	August 15, 2027

(July 2026 – June 2027)

KR026

D. Corrective Action Plan (CAP)

1. Contractor shall ensure one hundred percent (100%) of the deliverables identified in Section II. of this contract are performed pursuant to contract requirements.
2. If at any time the Contractor is notified by the DOEA Contract Manager that it has failed to correctly, completely, and/or adequately perform contract deliverables identified in Section II. of this contract, the Contractor will have ten (10) days to submit a CAP to the DOEA Contract Manager that addresses the deficiencies and states how the deficiencies will be remedied within the time approved by the DOEA Contract Manager. The Department shall assess a Financial Consequence for Non-Compliance on the Contractor as referenced in Section III.E. of this contract for each deficiency identified in the CAP which is not corrected pursuant to the CAP. The Department will also assess a Financial Consequence for failure to timely submit a CAP.
3. If the Contractor fails to correct an identified deficiency within the approved time specified in the CAP, the Department shall deduct the percentage established in Section III.E. of this contract from the payment for the invoice of the following month.
4. If Contractor fails to timely submit a CAP, the Department shall deduct the percentage established in Section III.E. of this contract for each day the CAP is overdue. The deduction will be made from the payment for the invoice of the following month.

E. Financial Consequences –The Department will withhold or reduce payment if the Contractor fails to submit any of the following Supporting/Source Documentation in the time and manner specified or to the satisfaction of the Department according to the requirements stated herein. The following financial consequences will be imposed if the deliverables stated do not meet in part or in whole the performance criteria as outlined in this contract.

Deliverables #1 – 12

1. Failure to perform the 100 hours of service per month of service tasks in accordance with the manner specified herein will result in a reduction of the total deliverable amount.
 - a. 80-99 hours of service will result in a 5 percent (5%)
 - b. Hours less than 80 will result in a 10 percent (10%)
2. Failure to provide supporting/source documentation, in whole or in part, in the time and manner specified herein will result in a reduction of five percent (5%) per business day that the required service tasks and documentation are not submitted. Documentation that must be submitted to the Department for each deliverable to evidence completion of Deliverables #1 - 12 includes:
 - a. Completed Cost Reimbursement / Unit Rate Request (Attachment XI);
 - b. Completed Cost Reimbursement Summary form (Attachment XII);
 - c. Annual Budget & Invoice Tracking (Attachment XIV)
 - d. Complete and accurate Monthly Service Record (Attachment XVI);
 - e. Complete and accurate eCIRTS Client Service Unit Report;
 - f. Approved Monthly Volunteer Time and Travel Logs (Attachment XV);
 - g. Training documentation for reporting period;
 - h. Certified Minority Business Subcontractor Expenditures [CMBE form] (Attachment VIII);
 - i. Completed Receipts and Expenditure Report – Form 105R (Attachment XVIII); and
 - j. Completed Request for Payment – Form 106R (Attachment XIX).

(July 2026 – June 2027)

KR026

F. Minimum Performance Level - In order for the minimum performance level to be met, all of the following must occur:

- a. Contractor must perform the required service tasks and deliverables in the time and manner specified in this contract;
- b. Contractor must submit all required documentation and supporting documentation as stated in the Schedule of Deliverables;
- c. Required and supporting documentation must be submitted using the required templates; and
- d. The content of the required and supporting documentation must align with the Service Task requirements for Deliverables #1-12.

IV. SPECIAL PROVISIONS

A. Contractor's Financial Obligations

1. Use of Service Dollars and Management of the Assessed Priority Consumer List

The Contractor shall spend all funds provided by the Department for the purpose specified in this contract. For each program managed by the Contractor, the Contractor must manage the service dollars in such a manner so as to avoid having a wait list and a surplus of funds at the end of the contract period. If the Department determines that the Contractor is not spending service funds accordingly, the Department may transfer funds to other AAAs during the contract period and/or adjust subsequent funding allocations accordingly, as allowable under state and federal law.

B. Contract Modifications - The DOE Contract Manager has the authority to modify and/or extend deliverable deadlines. All deliverable extension requests must be made, in writing prior to the required deadline, to the DOE Contract Manager. All approvals for deliverable extensions must be communicated, in writing, by the DOE Contract Manager to the Contractor and are subject to the sole discretion of the DOE Contract Manager. The requests and the approval must occur prior to the established deadline. An e-mail writing (request and response) is considered acceptable.

C. Volunteers - The Contractor shall ensure the use of trained volunteers in providing direct services delivered to older individuals and individuals with disabilities needing such services. If possible, the Contractor shall work in coordination with organizations that have experience in providing training, placement, and stipends for volunteers or participants (such as organizations carrying out federal service programs administered by the Corporation for National and Community Service).

D. General Procurement Standards – The Contractor shall not order equipment or supplies, provide services, or perform any other action related to this contract until notified that this contract has been executed by the Department. These same actions shall not take place after this contract has expired.

E. Remedies for Nonconforming Services

1. The Contractor shall ensure that all goods and/or services provided under this contract are delivered timely, completely, and commensurate with required standards of quality. Such goods and/or services will only be delivered to eligible program participants.
2. If the Contractor fails to meet the prescribed quality standards for services, such services will not be reimbursed under this contract. In addition, any nonconforming goods (including home delivered meals) and/or services not meeting such standards will not be reimbursed under this contract. The Contractor's signature on the Request for Payment Form certifies maintenance of supporting documentation and acknowledgement that the Contractor shall solely bear the costs associated with preparing or providing nonconforming goods and/or services. The Department requires immediate notice of any significant and/or systemic infractions that compromise the quality, security, or continuity of services to clients.

F. Incident Reporting

The Contractor shall notify the Department immediately, but no later than forty-eight (48) hours from the Contractor's awareness or discovery, of changes that may materially affect the Contractor or any subcontractor's ability to perform the services required to be performed under this contract and in authorizing proviso. Such notice shall be made orally to the DOE Contract Manager (by telephone) with an email to immediately follow,

(July 2026 – June 2027)

KR026

including the Contractor's plan for provision of services authorized in proviso.

G. Investigation of Criminal Allegations - Any report that contains allegations of criminal violations on the part of the Contractor or any Subcontractors and that is referred to a governmental or investigatory agency must be sent to the Department. If the Contractor has reason to believe that the allegations will be referred to the State Attorney, a law enforcement agency, the United States Attorney's office, or other governmental agency, the Contractor shall notify the Inspector General at the Department immediately. A copy of all documents, reports, notes, or other written material concerning the investigation, whether in the possession of the Contractor or Subcontractors, must be sent to the Department's Inspector General with a summary of the investigation and allegations.

H. Enforcement

1. In accordance with Section 430.04, F.S., the Department shall rescind designation of an AAA or take intermediate measures against the Contractor, including corrective action, unannounced special monitoring, temporary assumption of operation of one or more programs by the Department, placing Contractor on probationary status, imposing a moratorium on Contractor action, imposing financial penalties for nonperformance, or other administrative action pursuant to Chapter 120, F.S., if the Department finds that any of the following have occurred:
 - a. An intentional or negligent act of the Contractor has materially affected the health, welfare, or safety of clients or substantially and negatively affected the operation of an aging services program;
 - b. The Contractor lacks financial stability sufficient to meet contractual obligations or contractual funds have been misappropriated;
 - c. The Contractor has committed multiple or repeated violations of legal and regulatory requirements or Department standards;
 - d. The Contractor has failed to continue the provision or expansion of services after the declaration of a state of emergency;
 - e. The Contractor has exceeded its authority or otherwise failed to adhere to the terms of this contract with the Department, or has exceeded its authority or otherwise failed to adhere to provisions specifically provided by statute or rule adopted by the Department;
 - f. The Contractor has failed to properly determine client eligibility as defined by the Department or efficiently manage program budgets; or
 - g. The Contractor has failed to implement and maintain a Department-approved client grievance resolution procedure.
2. In making any determination under this provision, the Department may rely upon findings of another state or federal agency or other regulatory body. Any claims for damages for breach of contract are exempt from administrative proceedings and shall be brought before the appropriate entity in the venue of Leon County, Florida. In the event that the Department initiates action to rescind an AAA designation, the Department shall follow the procedures set forth in 42 U.S.C. § 3025(b).

END OF ATTACHMENT I

(July 2026 – June 2027)

KR026

ATTACHMENT II

FINANCIAL AND COMPLIANCE AUDIT

The administration of resources awarded by the Department to the Contractor may be subject to audits and/or monitoring by the Department, as described in this section.

MONITORING

In addition to reviews of audits conducted in accordance with 2 CFR Part 200 (formerly OMB Circular A-133 as revised), and Section 215.97, F.S., (see “AUDITS” below), monitoring procedures may include, but not be limited to, on-site visits by the Department staff, limited scope audits and/or other procedures. By entering into this contract, the Contractor agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Department. In the event the Department determines that a limited scope audit of the Contractor is appropriate, the Contractor agrees to comply with any additional instructions provided by the Department to the Contractor regarding such audit. The Contractor further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer (CFO) or Auditor General.

AUDITS

PART I: FEDERALLY FUNDED

This part is applicable if the Contractor is a State or local government or a non-profit organization as defined in 2 CFR Part 200, Subpart A.

In the event that the Contractor expends \$1,000,000.00 or more in federal awards during its fiscal year, the Contractor must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR Part 200. Financial and Compliance Audit Attachment, Exhibit 2 indicates federal resources awarded through the Department by this contract. In determining the federal awards expended in its fiscal year, the Contractor shall consider all sources of Federal awards, including federal resources received from the Department. The determination of amounts of Federal awards expended should be in accordance with 2 CFR Part 200. An audit of the Contractor conducted by the Auditor General in accordance with the provisions of 2 CFR Part 200 will meet the requirements of this part.

In connection with the audit requirements addressed in Part I, paragraph 1, the Contractor shall fulfill the requirements relative to auditee responsibilities as provided in 2 CFR § 200.508.

If the Contractor expends less than \$1,000,000.00 in federal awards in its fiscal year, an audit conducted in accordance with the provisions of 2 CFR Part 200 is not required. In the event that the Contractor expends less than \$1,000,000.00 in federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR Part 200, the cost of the audit must be paid from non-federal resources (i.e., the cost of such audit must be paid from Contractor resources obtained from other than federal entities.)

An audit conducted in accordance with this part shall cover the entire organization for the organization's fiscal year. Compliance findings related to contracts with the Department shall be based on the contract's requirements, including any rules, regulations, or statutes referenced in the contract. The financial statements shall disclose whether or not the matching requirement was met for each applicable contract. All questioned costs and liabilities due to the Department shall be fully disclosed in the audit report with reference to the Department contract involved. If not otherwise disclosed as required by 2 CFR § 200.510, the schedule of expenditures of federal awards shall identify expenditures by contract number for each contract with the Department in effect during the audit period. Financial reporting packages required under this part must be submitted within the earlier of 30 days after receipt of the audit report or 9 months after the end of the Contractor's fiscal year end.

PART II: STATE FUNDED

(July 2026 – June 2027)

KR026

This part is applicable if the Contractor is a non-state entity as defined by Section 215.97(2), F.S.

In the event that the Contractor expends a total amount of state financial assistance equal to or in excess of \$1,000,000.00 in any fiscal year of such Contractor, the 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 Local Government Entity Audits, Chapter 10.550, Rules of the Auditor General, or Florida Single Audit Act Audits, Nonprofit and For-Profit Organizations, Chapter 10.650, Rules of the Auditor General. Financial Compliance Audit Attachment, Exhibit 2 indicates state financial assistance awarded through the Department by this contract. In determining the state financial assistance expended in its fiscal year, the Contractor shall consider all sources of state financial assistance, including state financial assistance received from the Department, 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.

In connection with the audit requirements addressed in Part II, paragraph 1, the 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., Local Government Entity Audits, Chapter 10.550 Rules of the Auditor General, or Florida Single Audit Act Audit Nonprofit and For-profit Organizations, Chapter 10.650, Rules of the Auditor General.

If the Contractor expends less than \$1,000,000.00 in state financial assistance in its fiscal year, an audit conducted in accordance with the provisions of Section 215.97, F.S., is not required. In the event that the Contractor expends less than \$1,000,000.00 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 the Contractor resources obtained from other than State entities).

An audit conducted in accordance with this part shall cover the entire organization for the organization's fiscal year. Compliance findings related to contracts with the Department shall be based on the contract's requirements, including any applicable rules, regulations, or statutes. The financial statements shall disclose whether or not the matching requirement was met for each applicable contract. All questioned costs and liabilities due to the Department shall be fully disclosed in the audit report with reference to the Department contract involved. If not otherwise disclosed as required by Rule 69I-5.003, F.A.C., the schedule of expenditures of state financial assistance shall identify expenditures by contract number for each contract with the Department in effect during the audit period. For local governmental entities, financial reporting packages required under this part must be submitted within 45 days after delivery of the audit report, but no later than 12 months after the Contractor's fiscal year end. For non-profit or for-profit organizations, financial reporting packages required under this part must be submitted within 45 days after delivery of the audit report, but no later than 9 months after the Contractor's fiscal year end. Notwithstanding the applicability of this portion, the Department retains all right and obligation to monitor and oversee the performance of this contract as outlined throughout this document and pursuant to law.

PART III: REPORT SUBMISSION

Copies of financial reporting packages for audits conducted in accordance with 2 CFR Part 200 and required by Part I of this Financial Compliance Audit Attachment, shall be submitted, when required by 2 CFR § 200.512 by or on behalf of the Contractor directly to each of the following:

**Federal Audit Clearinghouse
Bureau of the Census
1201 East 10th Street
Jeffersonville, IN 47132**

Pursuant to 2 CFR § 200.512, all other Federal agencies, pass-through entities and others interested in a reporting package and data collection form must obtain it by accessing the Federal Audit Clearinghouse.

The Contractor shall submit a copy of any management letter issued by the auditor directly to the Department.

(July 2026 – June 2027)

KR026

**Florida Department of Elder Affairs
Attn: Audit Repository
4040 Esplanade Way, Suite 235S
Tallahassee, Florida 32399-7000**

Additionally, copies of financial reporting packages required by this contract's Financial Compliance Audit Attachment, Part II, shall be submitted by or on behalf of the Contractor directly to each of the following:

The Department at the following address:

**Florida Department of Elder Affairs
Attn: Audit Repository
4040 Esplanade Way, Suite 235S
Tallahassee, Florida 32399-7000**

The Auditor General's Office at the following address:

**State of Florida Auditor General
Claude Pepper Building, Room 574
111 West Madison Street
Tallahassee, Florida 32399-1450**

Any reports, management letters, or other information required to be submitted to the Department pursuant to this contract shall be submitted timely in accordance with 2 CFR Part 200, Chapters 10.550, or 10.650, Rules of the Auditor General, as applicable.

Contractors, when submitting financial reporting packages to the Department for audits done in accordance with 2 CFR Part 200 or Chapters 10.550, or 10.650 Rules of the Auditor General, as applicable, and , should indicate the date that the reporting package was delivered to the Contractor in correspondence accompanying the reporting package.

PART IV: RECORD RETENTION

The Contractor shall retain sufficient records demonstrating its compliance with the terms of this contract for a period of six (6) years from the date the audit report is issued, and shall allow the Department or its designee, the CFO, or Auditor General access to such records upon request. The Contractor shall ensure that audit working papers are made available to the Department or its designee, CFO, or Auditor General upon request for a period of six (6) years from the date the audit report is issued, unless extended in writing by the Department.

(July 2026 – June 2027)

KR026

ATTACHMENT II**EXHIBIT 1****PART I: AUDIT RELATIONSHIP DETERMINATION**

Contractors who receive state or federal resources may or may not be subject to the audit requirements of 2 CFR Part 200 and/or Section 215.97, F.S. Contractors who are determined to be recipients or sub-recipients of federal awards and/or state financial assistance may be subject to the audit requirements if the audit threshold requirements set forth in Part I and/or Part II of Exhibit 1 are met. Contractors who have been determined to be vendors are not subject to the audit requirements of 2 CFR § 200.38 and/or Section 215.97, F.S. Regardless of whether the audit requirements are met, Contractors who have been determined to be recipients or sub-recipients of Federal awards and/or state financial assistance must comply with applicable programmatic and fiscal compliance requirements.

In accordance with 2 CFR Part 200 and/or Rule 69I-5.006, F.A.C., Contractor has been determined to be:

Vendor not subject to 2 CFR § 200.38 and/or Section 215.97, F.S.

X Recipient/sub-recipient subject to 2 CFR §§ 200.86 and 200.93 and/or Section 215.97, F.S.

Exempt organization not subject to 2 CFR Part 200 and/or Section 215.97, F.S. For Federal awards, for-profit organizations are exempt; for state financial assistance projects, public universities, community colleges, district school boards, branches of state (Florida) government, and charter schools are exempt. Exempt organizations must comply with all compliance requirements set forth within the contract or award document.

NOTE: If a Contractor is determined to be a recipient/sub-recipient of federal and/or state financial assistance, and has been approved by the department to subcontract, they must comply with Section 215.97(7), F.S., and Rule 69I-5.006, F.A.C. [state financial assistance] and/or 2 CFR § 200.330 [federal awards].

PART II: FISCAL COMPLIANCE REQUIREMENTS

FEDERAL AWARDS OR STATE MATCHING FUNDS ON FEDERAL AWARDS. Contractors who receive Federal awards, state maintenance of effort funds, or state matching funds on Federal awards and who are determined to be a sub-recipient must comply with the following fiscal laws, rules, and regulations:

STATES, LOCAL GOVERNMENTS AND INDIAN TRIBES MUST FOLLOW:

- 2 CFR § 200.416 - § 200.417 – Special Considerations for States, Local Governments, and Indian Tribes*
- 2 CFR § 200.201 – Administrative Requirements**
- 2 CFR § 200 Subpart F – Audit Requirements
- Reference Guide for State Expenditures
- Other fiscal requirements set forth in program laws, rules, and regulations.

NON-PROFIT ORGANIZATIONS MUST FOLLOW:

- 2 CFR § 200.400 - § 200.411 – Cost Principles*
- 2 CFR § 200.100 – Administrative Requirements
- 2 CFR § 200 Subpart F – Audit Requirements
- Reference Guide for State Expenditures
- Other fiscal requirements set forth in program laws, rules, and regulations.

EDUCATIONAL INSTITUTIONS (EVEN IF A PART OF A STATE OR LOCAL GOVERNMENT) MUST FOLLOW:

- 2 CFR § 200.418 – § 200.419 – Special Considerations for Institutions of Higher Education*
- 2 CFR § 200.100 – Administrative Requirements
- 2 CFR § 200 Subpart F – Audit Requirements
- Reference Guide for State Expenditures
- Other fiscal requirements set forth in program laws, rules, and regulations.

*Some Federal programs may be exempted from compliance with the Cost Principles Circulars as noted in 2 CFR §200.400(5)(c).

(July 2026 – June 2027)

KR026

**For funding passed through U.S. Health and Human Services, 45 CFR Part 75.

STATE FINANCIAL ASSISTANCE. Contractors who receive state financial assistance and who are determined to be a recipient/sub-recipient must comply with the following fiscal laws, rules, and regulations:

Sections 215.97 & 215.971, F.S.

Chapter 69I-5, F.A.C.

State Projects Compliance Supplement

Reference Guide for State Expenditures

Other fiscal requirements set forth in program laws, rules, and regulations.

(July 2026 – June 2027)

KR026

ATTACHMENT II
EXHIBIT 2
FUNDING SUMMARY (2026-2027)

Note: Title 2 CFR Part 200, as revised, and Section 215.97, F.S., require that the information about Federal Programs and State Projects included in Attachment II, Exhibit 1, be provided to the recipient. Information contained herein is a prediction of funding sources and related amounts based on the contract budget.

**1. FEDERAL RESOURCES AWARDED TO THE SUBRECIPIENT PURSUANT TO THIS CONTRACT
CONSIST OF THE FOLLOWING:**

GRANT AWARD (FAIN#):		FEDERAL AWARD DATE:	
UEI NUMBER:			
PROGRAM TITLE	FUNDING SOURCE	CFDA	AMOUNT
TOTAL FEDERAL AWARD			

**COMPLIANCE REQUIREMENTS APPLICABLE TO THE FEDERAL RESOURCES AWARDED PURSUANT
TO THIS CONTRACT ARE AS FOLLOWS:**

FEDERAL FUNDS:

2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
OMB Circular A-133 – Audits of States, Local Governments, and Non-Profit Organizations

**2. STATE RESOURCES AWARDED TO THE RECIPIENT PURSUANT TO THIS CONTRACT CONSIST OF
THE FOLLOWING:**

MATCHING RESOURCES FOR FEDERAL PROGRAMS

PROGRAM TITLE	FUNDING SOURCE	CFDA	AMOUNT
TOTAL STATE AWARD			

STATE FINANCIAL ASSISTANCE SUBJECT TO SECTION 215.97, F.S.

PROGRAM TITLE	FUNDING SOURCE	CSFA	AMOUNT
Respite for Elders Living in Everyday Families (RELIEF)	General Revenue	65006	\$203,258.00
TOTAL AWARD			\$203,258.00

**COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED PURSUANT TO THIS
CONTRACT ARE AS FOLLOWS:**

STATE FINANCIAL ASSISTANCE

Sections 215.97 & 215.971, F.S., Chapter 69I-5, F.A.C., State Projects Compliance Supplement
Reference Guide for State Expenditures
Other fiscal requirements set forth in program laws, rules, and regulations.

(July 2026 – June 2027)

KR026

ATTACHMENT III CERTIFICATIONS AND ASSURANCES

DOEA will not award this contract unless Contractor completes this CERTIFICATIONS AND ASSURANCES. In performance of this contract, Contractor provides the following certifications and assurances:

- A. **Debarment and Suspension Certification (29 CFR Part 95 and 45 CFR Part 75)**
- B. **Certification Regarding Lobbying (29 CFR Part 93 and 45 CFR Part 93)**
- C. **Nondiscrimination & Equal Opportunity Assurance (29 CFR Part 37 and 45 CFR Part 80)**
- D. **Certification Regarding Public Entity Crimes, section 287.133, F.S.**
- E. **Association of Community Organizations for Reform Now (ACORN) Funding Restrictions Assurance (Pub. L. 111-117)**
- F. **Scrutinized Companies Lists and No Boycott of Israel Certification, section 287.135, F.S.**
- G. **Certification Regarding Data Integrity Compliance for Contracts, Agreements, Grants, Loans, and Cooperative Agreements**
- H. **Verification of Employment Status Certification**
- I. **Records and Documentation**
- J. **Certification Regarding Inspection of Public Records**
- K. **Form PUR 2024**

A. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS – PRIMARY COVERED TRANSACTION.

The undersigned Contractor certifies, to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal department or agency;
2. Have not within a three-year period preceding this contract been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph A.2. of this certification; and/or
4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause of default.

The undersigned shall require that language of this certification be included in the documents for all subcontracts at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients and contractors shall provide this certification accordingly.

B. CERTIFICATION REGARDING LOBBYING – CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS.

The undersigned Contractor certifies, to the best of its knowledge and belief, that:

(July 2026 – June 2027)

KR026

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 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.

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 employee of a Member of Congress in connection with a Federal contract, grant, loan, or cooperative agreement, the undersigned shall also complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

The undersigned shall require that language of this certification be included in the documents for all subcontracts at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients and contractors shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this contract was made or entered into. Submission of this certification is a prerequisite for making or entering into this contract imposed by 31 U.S.C. § 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

C. NON- DISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE (29 CFR PART 37 AND 45 CFR PART 80). - As a condition of the Contract, Contractor assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

1. Section 188 of the Workforce Investment Act of 1998 (WIA), (Pub. L. 105-220), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I-financially assisted program or activity.
2. Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 CFR Part 80), to the end that, in accordance with Title VI of that Act and the Regulation, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Department.
3. Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 CFR Part 84), to the end that, in accordance with Section 504 of that Act and the Regulation, no otherwise qualified handicapped individual in the United States shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Department.
4. The Age Discrimination Act of 1975 (Pub. L. 94-135), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 CFR Part 91), to the end that, in accordance with the Act and the Regulation, no person in the United States shall, on the basis of age, be denied the benefits of, be excluded from participation in, or be subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Department.
5. Title IX of the Education Amendments of 1972 (Pub. L. 92-318), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 CFR Part 86), to the end that, in accordance with Title IX and the Regulation, no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education program or activity for which the Applicant receives Federal financial assistance from the Department.
6. The American with Disabilities Act of 1990 (Pub. L. 101-336), which prohibits discrimination in all employment practices including job application procedures, hiring, firing, advancement, compensation, training, and other terms, conditions, and privileges of employment. It applies to recruitment, advertising, tenure, layoff, leave, fringe benefits, and all other employment-related activities.

(July 2026 – June 2027)

KR026

7. Contractor also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to Contractor's operation of the WIA Title I – financially assisted program or activity, and to all contracts Contractor makes to carry out the WIA Title I – financially assisted program or activity. Contractor understands that DOE and the United States have the right to seek judicial enforcement of the assurance.

The undersigned shall require that language of this assurance be included in the documents for all subcontracts at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients and contractors shall provide this assurance accordingly.

D. CERTIFICATION REGARDING PUBLIC ENTITY CRIMES, SECTION 287.133, F.S.

Contractor hereby certifies that neither it, nor any person or affiliate of Contractor, has been convicted of a Public Entity Crime as defined in section 287.133, F.S., nor placed on the convicted vendor list.

Contractor understands and agrees that it is required to inform DOE immediately upon any change of circumstances regarding this status.

E. ASSOCIATION OF COMMUNITY ORGANIZATIONS FOR REFORM NOW (ACORN) FUNDING RESTRICTIONS ASSURANCE (Pub. L. 111-117).

As a condition of the Contract, Contractor assures that it will comply fully with the federal funding restrictions pertaining to ACORN and its subsidiaries per the Consolidated Appropriations Act, 2010, Division E, Section 511 (Pub. L. 111-117). The Continuing Appropriations Act, 2011, Sections 101 and 103 (Pub. L. 111-242), provides that appropriations made under Pub. L. 111-117 are available under the conditions provided by Pub. L. 111-117.

The undersigned shall require that language of this assurance be included in the documents for all subcontracts at all tiers (including subcontracts, sub-grants and contracts under grants, loans and cooperative agreements) and that all sub-recipients and contractors shall provide this assurance accordingly.

F. SCRUTINIZED COMPANIES LISTS AND NO BOYCOTT OF ISRAEL CERTIFICATION, SECTION 287.135, F.S.

In accordance with section 287.135, F.S., Contractor hereby certifies that it has not been placed on the Scrutinized Companies or Other Entities that Boycott Israel List and that it is not engaged in a boycott of Israel.

If this contract is in the amount of \$1 million or more, in accordance with the requirements of section 287.135, F.S., Contractor hereby certifies that it is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List and that it is not engaged in business operations in Cuba or Syria.

Contractor understands that pursuant to section 287.135, F.S., the submission of a false certification may result in the Department terminating this contract and the submission of a false certification may subject Contractor to civil penalties and attorney fees and costs, including any costs for investigations that led to the finding of false certification.

If Contractor is unable to certify any of the statements in this certification, Contractor shall attach an explanation to this contract.

G. CERTIFICATION REGARDING DATA INTEGRITY COMPLIANCE FOR CONTRACTS, AGREEMENTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

1. The Contractor and any Subcontractors of services under this contract have financial management systems capable of providing certain information, including: (1) accurate, current, and complete disclosure of the financial results of each grant-funded project or program in accordance with the prescribed reporting requirements; (2) the source and application of funds for all contract supported activities; and (3) the comparison of outlays with budgeted amounts for each award. The inability to process information in accordance with these requirements could result in a return of grant funds that have not been accounted for properly.

(July 2026 – June 2027)

KR026

2. Management Information Systems used by the Contractor, Subcontractors, or any outside entity on which the Contractor is dependent for data that is to be reported, transmitted, or calculated have been assessed and verified to be capable of processing data accurately, including year-date dependent data. For those systems identified to be non-compliant, Contractors will take immediate action to assure data integrity.
3. If this contract includes the provision of hardware, software, firmware, microcode, or imbedded chip technology, the undersigned warrants that these products are capable of processing year-date dependent data accurately. All versions of these products offered by the Contractor (represented by the undersigned) and purchased by the state will be verified for accuracy and integrity of data prior to transfer.
4. In the event of any decrease in functionality related to time and date related codes and internal subroutines that impede the hardware or software programs from operating properly, the Contractor agrees to immediately make required corrections to restore hardware and software programs to the same level of functionality as warranted herein, at no charge to the state, and without interruption to the ongoing business of the state, time being of the essence.
5. The Contractor and any Subcontractors of services under this contract warrant that their policies and procedures include a disaster plan to provide for service delivery to continue in case of an emergency, including emergencies arising from data integrity compliance issues.

H. VERIFICATION OF EMPLOYMENT STATUS CERTIFICATION

As a condition of contracting with the Department, Contractor certifies the use of the U.S. Department of Homeland Security's E-verify system to verify the employment eligibility of all new employees hired by Contractor during the contract term to perform employment duties pursuant to this contract, and that any subcontracts include an express requirement that Subcontractors performing work or providing services pursuant to this contract utilize the E-verify system to verify the employment eligibility of all new employees hired by the Subcontractor during the entire contract term.

The Contractor shall require that the language of this certification be included in all sub-agreements, sub-grants, and other agreements/contracts and that all Subcontractors shall certify compliance accordingly.

This certification is a material representation of fact upon which reliance was placed when this contract was made or entered into. Submission of this certification is a prerequisite for making or entering into this contract imposed by Circulars A-102 and 2 CFR Part 200 and 215 (formerly OMB Circular A-110).

I. RECORDS AND DOCUMENTATION

The Contractor agrees to make available to Department staff and/or any party designated by the Department any and all contract related records and documentation. The Contractor shall ensure the collection and maintenance of all program related information and documentation on any such system designated by the Department. Maintenance includes valid exports and backups of all data and systems according to Department standards.

J. CERTIFICATION REGARDING INSPECTION OF PUBLIC RECORDS

1. In addition to the requirements of Section 10 of the Standard Contract, sections 119.0701(3) and (4) F.S., and any other applicable law, if a civil action is commenced as contemplated by section 119.0701(4), F.S., and the Department is named in the civil action, Contractor agrees to indemnify and hold harmless the Department for any costs incurred by the Department and any attorneys' fees assessed or awarded against the Department from a Public Records Request made pursuant to Chapter 119, F.S., concerning this contract or services performed thereunder.
 - a. Notwithstanding section 119.0701, F.S., or other Florida law, this section is not applicable to contracts executed between the Department and state agencies or subdivisions defined in section 768.28(2), F.S.
2. Section 119.01(3), F.S., states if public funds are expended by an agency in payment of dues or membership contributions for any person, corporation, foundation, trust, association, group, or other organization, all the financial, business, and membership records of such an entity **which pertain to the public agency (Florida Department of**

(July 2026 – June 2027)

KR026

Elder Affairs) are public records. Section 119.07, F.S, states that every person who has custody of such a public record shall permit the record to be inspected and copied by any person desiring to do so, under reasonable circumstances.

K. FORM PUR 2024

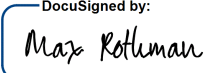
Contractor must complete and return to the Department the applicable portions of Form PUR 2024 attached in the link below.

https://www.dms.myflorida.com/business_operations/state_purchasing/state_agency_resources/state_purchasing_pur_forms

Part A: Use of Coercion for Labor and Services. Whenever executing, renewing, or extending this Contract, the Contractor must complete and return Part A, attesting that it does not use coercion for labor or services as defined in section 787.06, F.S.

Part B: Provision of Commodities Produced by Forced Labor. If applicable, a member of the Contractor’s senior management must complete and return Part B.

By signing below, the Contractor agrees to include all relevant certification and assurance provisions (A–K) in any related subcontract agreements, as applicable; the Contractor certifies that the representations set forth in Sections A through K above are true and correct; and the Contractor attests that, if applicable, records related to the payment of dues or membership contributions by the Department will be made available for inspection, as stated above.

DocuSigned by:  02206ECT3E6C479 Pres. & CEO		760 NW 107th Avenue, Suite 214
Signature and Title of Authorized Representative		Street Address
Alliance for Aging, Inc.	5/27/2026	Miami, FL 33172
Contractor	Date	City, State, Zip code

(July 2026 – June 2027)

KR026

ATTACHMENT IV

ASSURANCES—NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average forty-five (45) minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget. Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET, SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

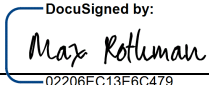
Note: Certain of these assurances may not be applicable to your project or program. If you have questions please contact the awarding agency. Further, certain federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

1. Has the legal authority to apply for federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes, or presents the appearance of, personal or organizational conflict of interest or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
6. Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683 and §§ 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
8. Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and §§ 7324-7328), which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.

(July 2026 – June 2027)

KR026

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. § 874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction sub-contracts.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (42 U.S.C. § 4012a) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000.00 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (42 U.S.C. §§ 4321 et seq.) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. § 1451 et seq.); (f) conformity of federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (42 U.S.C. § 300F et seq.); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (16 U.S.C. §§ 1531-1544).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. § 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended, and the Archaeological and Historic Preservation Act of 1974 (54 U.S.C. §§ 300101-307108), and EO 11593 (identification and protection of historic properties).
14. Will comply with the National Research Act of 1974 (P.L. 93-348) regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (7 U.S.C. § 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. § 4831(b)), which prohibits the use of lead- based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 CFR Part 200.
18. Will comply with all applicable requirements of all other federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE Pres. & CEO	
APPLICANT ORGANIZATION Alliance for Aging, Inc.		DATE SUBMITTED 5/27/2026

(July 2026 – June 2027)

KR026

ATTACHMENT V
FLORIDA DEPARTMENT OF ELDER AFFAIRS CIVIL RIGHTS COMPLIANCE CHECKLIST

Program/Facility Name	County	AAA/Contractor
Address	Completed By	
City, State, Zip Code	Date	Telephone

PART I: READ THE ATTACHED INSTRUCTIONS FOR ILLUSTRATIVE INFORMATION WHICH WILL HELP YOU COMPLETE THIS FORM.

1. Briefly describe the geographic area served by the program/facility and the type of service provided:

For questions 2-5 please indicate the following:		Total #	% White	% Black	% Hispanic	% Other	% Female	% Disabled	% Over 40
2. Population of area served	Source of data:								
3. Staff currently employed	Effective date:								
4. Clients currently enrolled/registered	Effective date:								
5. Advisory/Governing Board if applicable									

PART II: USE A SEPARATE SHEET OF PAPER FOR ANY EXPLANATIONS REQUIRING MORE SPACE. IF N/A or NO, EXPLAIN.

6. Is an Assurance of Compliance on file with DOEA?

N/A YES NO
☐ ☐ ☐

7. Compare the staff composition to the population. Is staff representative of the population?

N/A YES NO
☐ ☐ ☐

8. Are eligibility requirements for services applied to clients and applicants without regard to race, color, national origin, sex, age, religion, or disability?

N/A YES NO
☐ ☐ ☐

9. Are all benefits, services and facilities available to applicants and participants in an equally effective manner regardless of race, sex, color, age, national origin, religion, or disability?

N/A YES NO
☐ ☐ ☐

10. For in-patient services, are room assignments made without regard to race, color, national origin or disability?

N/A YES NO
☐ ☐ ☐

11. Is the program/facility accessible to non-English speaking clients?

N/A YES NO
☐ ☐ ☐

12. Are employees, applicants and participants informed of their protection against discrimination? If YES, how?
Verbal ☐ Written ☐ Poster ☐

N/A YES NO
☐ ☐ ☐

(July 2026 – June 2027)

KR026

13. Give the number and current status of any discrimination complaints regarding services or employment filed against the program/facility.

N/A NUMBER

☐ _____

14. Is the program/facility physically accessible to mobility, hearing, and sight-impaired individuals?

N/A YES NO

☐ ☐ ☐

PART III: THE FOLLOWING QUESTIONS APPLY TO PROGRAMS AND FACILITIES WITH 15 OR MORE EMPLOYEES. IF NO, EXPLAIN.

15. Has as a self-evaluation been conducted to identify any barriers to serving disabled individuals and to make any necessary modifications?

YES NO

☐ ☐

16. Is there an established grievance procedure that incorporates due process in the resolution of complaints?

YES NO

☐ ☐

17. Has a person been designated to coordinate Section 504 compliance activities?

YES NO

☐ ☐

18. Do recruitment and notification materials advise applicants, employees, and participants of nondiscrimination on the basis of disability?

YES NO

☐ ☐

19. Are auxiliary aids available to ensure accessibility of services to hearing and sight-impaired individuals?

YES NO

☐ ☐

PART IV: FOR PROGRAMS OR FACILITIES WITH 50 OR MORE EMPLOYEES AND FEDERAL CONTRACTS OF \$50,000.00 OR MORE.

20. Do you have a written affirmative action plan? If NO, explain.

YES NO

☐ ☐

Reviewed by		In Compliance: YES ☐ NO* ☐	
Program Office		*Notice of Corrective Action Sent ____/____/____	
Date	Telephone	Response Due ____/____/____	
On-Site ☐	Desk Review ☐	Response Received ____/____/____	

(July 2026 – June 2027)

KR026

ATTACHMENT V

INSTRUCTIONS FOR THE CIVIL RIGHTS COMPLIANCE CHECKLIST

1. Describe the geographic service area such as a district, county, city, or other locality. If the program/facility serves a specific target population such as adolescents, describe the target population. Also, define the type of service provided.
2. Enter the percent of the population served by race, sex, disability, and over the age of 40. The population served includes persons in the geographical area for which services are provided such as a city, county or other regional area. Population statistics can be obtained from local chambers of commerce, libraries, or any publication from the 1980 Census containing Florida population statistics. Include the source of your population statistics. ("Other" races include Asian/Pacific Islanders and American Indian/Alaskan Natives.)
3. Enter the total number of full-time staff and their percent by race, sex, disability, and over the age of 40. Include the effective date of your summary.
4. Enter the total number of clients who are enrolled, registered or currently served by the program or facility, and list their percent by race, sex, disability, and over the age of 40. Include the date that enrollment was counted.
 - a. Where there is a significant variation between the race, sex, or ethnic composition of the clients and their availability in the population, the program/facility has the responsibility to determine the reasons for such variation and take whatever action may be necessary to correct any discrimination. Some legitimate disparities may exist when programs are sanctioned to serve target populations such as elderly or disabled persons.
5. Enter the total number of advisory board members and their percent by race, sex, disability, and over the age of 40. If there is no advisory or governing board, leave this section blank.
6. Each recipient of federal financial assistance must have on file an assurance that the program will be conducted in compliance with all nondiscriminatory provisions as required in 45 CFR Part 80. This is usually a standard part of the contract language for DOE A Recipients and their Sub-grantees. 45 CFR § 80.4(a).
7. Is the race, sex, and national origin of the staff reflective of the general population? For example, if 10% of the population is Hispanic, is there a comparable percentage of Hispanic staff?
8. Do eligibility requirements unlawfully exclude persons in protected groups from the provision of services or employment? Evidence of such may be indicated in staff and client representation (Questions 3 and 4) and also through on-site record analysis of persons who applied but were denied services or employment. 45 CFR § 80.3(a) and 45 CFR § 80.1.
9. Participants or clients must be provided services such as medical, nursing, and dental care, laboratory services, physical and recreational therapies, counseling, and social services without regard to race, sex, color, national origin, religion, age, or disability. Courtesy titles, appointment scheduling, and accuracy of record keeping must be applied uniformly and without regard to race, sex, color, national origin, religion, age, or disability. Entrances, waiting rooms, reception areas, restrooms, and other facilities must also be equally available to all clients. 45 CFR § 80.3(b).
10. For in-patient services, residents must be assigned to rooms, wards, etc., without regard to race, color, national origin, or disability. Also, residents must not be asked whether they are willing to share accommodations with persons of a different race, color, national origin, or disability. 45 CFR § 80.3(a).
11. The program/facility and all services must be accessible to participants and applicants, including those persons who may not speak English. In geographic areas where a significant population of non-English speaking people live, program accessibility may include the employment of bilingual staff. In other areas, it is sufficient to have a policy or plan for service, such as a current list of names and telephone numbers of bilingual individuals who will assist in the provision of services. 45 CFR § 80.3(a).
12. Programs/facilities must make information regarding the nondiscriminatory provisions of Title VI available to their participants, beneficiaries, or any other interested parties. 45 CFR § 80.6(d). This should include information on their right to file a complaint of discrimination with either the Department or the U.S. Department of Health and Human Services. The information may be supplied verbally or in writing to every individual or may be supplied through the use of an equal opportunity policy poster displayed in a public area of the facility.
13. Report number of discrimination complaints filed against the program/facility. Indicate the basis (e.g. race, color, creed, sex, age, national origin, disability, and/or retaliation) and the issues involved (e.g. services or employment, placement,

(July 2026 – June 2027)

KR026

termination, etc.). Indicate the civil rights law or policy alleged to have been violated along with the name and address of the local, state, or federal agency with whom the complaint has been filed. Indicate the current status of the complaint (e.g. settled, no reasonable cause found, failure to conciliate, failure to cooperate, under review, etc.).

- 14.** The program/facility must be physically accessible to mobility, hearing, and sight-impaired individuals. Physical accessibility includes designated parking areas, curb cuts or level approaches, ramps, and adequate widths to entrances. The lobby, public telephone, restroom facilities, water fountains, and information and admissions offices should be accessible. Door widths and traffic areas of administrative offices, cafeterias, restrooms, recreation areas, counters, and serving lines should be observed for accessibility. Elevators should be observed for door width and Braille or raised numbers. Switches and controls for light, heat, ventilation, fire alarms, and other essentials should be installed at an appropriate height for mobility impaired individuals.
- 15.** Section 504 of the Rehabilitation Act of 1973 requires that a recipient of federal financial assistance conduct a self-evaluation to identify any accessibility barriers. Self-evaluation is a four-step process:
 - a. Evaluate, with the assistance of disabled individual(s)/organization(s), current policies and practices that do not or may not comply with Section 504;
 - b. Modify policies and practices that do not meet Section 504 requirements.
 - c. Take remedial steps to eliminate the effects of any discrimination that resulted from adherence to these policies and practices; and
 - d. Maintain self-evaluation on file, including a list of the interested persons consulted, a description of areas examined, and any problems identified, and a description of any modifications made and of any remedial steps taken 45 CFR § 84.6. (This checklist may be used to satisfy this requirement if these four steps have been followed).
- 16.** Programs or facilities that employ 15 or more persons shall adopt grievance procedures that incorporate appropriate due process standards and that provide for the prompt and equitable resolution of complaints alleging any action prohibited by 45 CFR § 84.7(b).
- 17.** Programs or facilities that employ 15 or more persons shall designate at least one person to coordinate its efforts to comply with 45 CFR § 84.7(a).
- 18.** Programs or facilities that employ 15 or more persons shall take appropriate initial and continuing steps to notify participants, beneficiaries, applicants, and employees that the program/facility does not discriminate on the basis of handicap in violation of Section 504 and Part 84 of Title 45, CFR. Methods of initial and continuing notification may include the posting of notices, publication in newspapers and magazines, placement of notices in publications of the programs or facilities, and distribution of memoranda or other written communications. 45 CFR § 84.8(a).
- 19.** Programs or facilities that employ 15 or more persons shall provide appropriate auxiliary aids to persons with impaired sensory, manual, or speaking skills where necessary to afford such persons an equal opportunity to benefit from the service in question. Auxiliary aids may include, but are not limited to, brailled and taped materials, interpreters, and other aids for persons with impaired hearing or vision. 45 CFR § 84.52(d).
- 20.** Programs or facilities with 50 or more employees and \$50,000.00 in federal contracts must develop, implement, and maintain a written affirmative action compliance program in accordance with Executive Order 11246, 41 CFR Part 60 and Title VI of the Civil Rights Act of 1964, as amended.

(July 2026 – June 2027)

KR026

ATTACHMENT VI
CONTRACTOR'S STATE CONTRACT LIST

Contractor's State Contract List

REPORT PERIOD:
From:
To:

CONTRACTOR INFORMATION:

Name:		Phone:	
Address:		Email:	
FEID:		Contact:	

	Contract #	Contract/ Program Name	State Agency/ Program	Start Date	End Date	Description of Contract Purpose/Types of Services	Contract Manager	Phone #	Contract Amount
1									\$ -
2									\$ -
3									\$ -
4									\$ -
5									\$ -
6									\$ -
7									\$ -
8									\$ -
9									\$ -
10									\$ -
11									\$ -
12									\$ -
13									\$ -
14									\$ -
15									\$ -
16									\$ -
17									\$ -
Total									

SIGNATURE:		DATE:	
TITLE:			

ATTACHMENT VII
BACKGROUND SCREENING
ATTESTATION OF COMPLIANCE - EMPLOYER

AUTHORITY: ALL EMPLOYERS are required to annually submit this form attesting to compliance with the provisions of chapter 435 and section 430.0402 of the Florida Statutes.

The term “employer” means any person or entity required by law to conduct background screenings, including but not limited to, Area Agencies on Aging/Aging and Disability Resource Centers, Lead Agencies, and Service Providers that contract directly or indirectly with the Department of Elder Affairs (DOEA), and any other person or entity which hires employees or has volunteers in service who meet the definition of a direct service provider. See §§ 435.02 & 430.0402, Fla. Stat. (2023)

A direct service provider is a person 18 years of age or older who, pursuant to a program to provide services to the elderly, has direct, face-to-face contact with a client while providing services to the client and has access to the client’s living areas, funds, personal property, or personal identification information as defined in section 817.568, Fla. Stat.. The term also includes, but is not limited to, the administrator or a similarly titled person who is responsible for the day-to-day operations of the provider; the financial officer or similarly titled person who is responsible for the financial operations of the provider; coordinators, managers, and supervisors of residential facilities; volunteers; and any other person seeking employment with a provider who is expected to, or whose responsibilities may require him or her to, provide personal care or services directly to clients or have access to client funds, financial matters, legal matters, personal property, or living areas. § 430.0402(1)(b), Fla. Stat. (2023).

ATTESTATION

As the duly authorized representative of: Alliance for Aging, Inc.
(Name of Employer)

Located at 760 NW 107th Avenue, Suite 214, Miami, FL 33172
Street address City State Zip Code

Under penalty of perjury, I, Max Rothman,
(Name of Representative)

hereby swear or affirm that the above-named employer is in compliance with the provisions of chapter 435 and section 430.0402 of the Florida Statutes, regarding level 2 background screening.

DocuSigned by:

Max Rothman

5/27/2026

02206EC13E6C479...

Signature of Representative

Date

ATTACHMENT VIII
CERTIFIED MINORITY BUSINESS SUBCONTRACTOR EXPENDITURES (CMBE FORM)
CMBE FORM MUST ACCOMPANY INVOICES SUBMITTED TO DOE A

CONTRACTOR NAME: _____

DOEA CONTRACT NUMBER: _____

***REPORTING PERIOD-FROM:** _____ **TO:** _____

***(DATE RANGE OF RENDERED SERVICES, MUST MATCH INVOICE SUBMITTED TO DOE A)**

DOEA CONTRACT MANAGER: _____

REPORT ALL EXPENDITURES MADE TO CERTIFIED MINORITY BUSINESS (SUBCONTRACTORS).

CONTACT DOE A CMBE COORDINATOR FOR ANY QUESTIONS, AT 850-414-2153.

<u>SUBCONTRACTOR NAME</u>	<u>SUBCONTRACTOR'S FEID</u>	<u>CMBE</u>	<u>EXPENDITURES</u>

DOEA USE ONLY -- REPORTING ENTITY (DIVISION, OFFICE, ETC)

SEND COMPLETED FORMS VIA INTEROFFICE MAIL TO: JUSTIN TAYLOR

CMBE COORDINATOR, CONTRACT ADMINISTRATION & PURCHASING, TALLAHASSEE, FLORIDA 32399-7000.

If unsure if subcontractor is a certified minority supplier, click on the hyperlink below. Enter the name of the supplier, click "search". Only Certified Minority Business Entities will be displayed.

<https://osd.dms.myflorida.com/directories>

INSTRUCTIONS

- (A) ENTER THE COMPANY NAME AS IT APPEARS ON YOUR DOEA CONTRACT.
- (B) ENTER THE DOEA CONTRACT NUMBER.
- (C) ENTER THE SERVICE PERIOD MATCHING THE CURRENT INVOICE'S SERVICE PERIOD.
- (D) ENTER ALL CERTIFIED MINORITY BUSINESS EXPENDITURES FOR THE TIME PERIOD COVERED BY THE INVOICE:
 - 1. ENTER CERTIFIED MINORITY BUSINESS NAME.
 - 2. ENTER THE CERTIFIED MINORITY BUSINESS FEID NUMBER.
 - 3. ENTER THE CERTIFIED MINORITY BUSINESS CMBE NUMBER.
 - 4. ENTER THE AMOUNT EXPENDED WITH THE CERTIFIED MINORITY BUSINESS FOR THE TIME PERIOD COVERED BY THE INVOICE.
- (E) MBE FORM MUST ACCOMPANY INVOICE PACKAGE SUBMITTED TO DOEA FINANCIAL ADMINISTRATION FOR PROCESSING.
- (F) FINANCIAL ADMINISTRATION WILL FORWARD ALL COMPLETED CMBE FORMS TO CONTRACT ADMINISTRATION & PURCHASING OFFICE.

ATTACHMENT IX

EXHIBIT 1

Form instructions for Total Compensation Paid to Non-Profit Personnel Using State Funds

CONTRACT DOCUMENTATION REQUIREMENTS

Section 216.1366, F.S., amended in 2023, establishes new documentation requirements for any contract for services executed amended, or extended on or after July 1, 2023, with non-profit organizations as defined in s. 215.97 (2)(m), F.S. The contract must require the contractor to provide documentation that indicates the amount of state funds:

- Allocated to be used during the full term of the contract for remuneration to any member of the board of directors or an officer of the contractor.
- Allocated under each payment by the public agency to be used for remuneration of any member of the board of directors or an officer of the contractor. The documentation must indicate the amounts and recipients of the remuneration.

Such information must be included in the contract tracking system maintained pursuant to s. 215.985 F.S., and must be posted on the contractor's website if the contractor maintains a website.

- As used in this subsection, the term:
 - "Officer" means a Chief Executive Officer (CEO), Chief Financial Officer (CFO), Chief Operating Officer (COO), or any other position performing an equivalent function.
 - "Remuneration" means all compensation earned by or awarded to personnel, whether paid or accrued, regardless of contingency, including bonuses, accrued paid time off, severance payments, incentive payments, contributions to a retirement plan, or in-kind payments, reimbursements, or allowances for moving expenses, vehicles and other transportation, telephone services, medical services, housing, and meals.
 - "State funds" means funds paid from the General Revenue Fund or any state trust fund, funds allocated by the Federal Government and distributed by the state, or funds appropriated by the state for distribution through any grant program. The term does not include funds used for the state Medicaid program.

The attached form will be used to document the compensation to non-profits using state funds.

This memorandum does not supersede the requirements outlined in Chief Financial Officer Memorandum No. 1.

If you have any questions, please call the Bureau of Auditing at (850) 413-5512.

FLORIDA ACCOUNTABILITY CONTRACT TRACKING SYSTEM (FACTS) REQUIREMENTS

Section (s.) 215.985, Florida Statutes (F.S.), amended in 2023, requires that each contract for which a state entity makes a payment pursuant to a contract executed, amended, or extended on or after July 1, 2023, the state entity shall post any documents submitted pursuant to s. 216.1366 F.S., which indicates the use of state funds as remuneration under the contract or a specified payment associated with the contract on the contract tracking system.

1. Are you a nonprofit organization as described in the in s. 215.97 (2)(m)?

☐ No

☒ Yes

If yes, move on to question 2. If no, this form is not applicable to you.

2. Are any of the Officers, as described above, or any member of the Board of Director paid with state funds under this contract?

☒ No

☐ Yes

If yes, please complete the DOEA Total Compensation Paid to Non-Profit Personnel Using State Funds attachment for each Individual this applies to.

If no, Please fill in the identifying information and certification statement on the attachment below.

Name: Stanley McNeese

Title: CFO

Date: 4/24/26

ATTACHMENT IX

DOEA Total Compensation Paid to Non-Profit Personnel Using State Funds

Name: Title: Agency Agreement/Contract # Total Contract Amount Contract Term:	Stanley McNeese	
	Vice President for Finance / CFO	
	KR026	
	203,258.00	
	07/01/2026 - 06/30/2027	
Line Item Budget Category	Total Amount Paid	Amount Paid from State Funds
Salaries		
Fringe Benefits		
Bonuses		
Accrued Paid Time Off		
Severance Payments		
Retirement Contributions		
In-Kind Payments		
Incentive Payments		
Reimbursements/ Allowances		
Moving Expenses		
Transportation Costs		
Telephone Services		
Medical Services Costs		
Housing Costs		
Meals		
CERTIFICATION: I certify that the amounts listed above are true and accurate and in accordance with the approved budget.		
Name:		Stanley McNeese
Signature:		
Title:		CFO
Date:		4/24/2026

ATTACHMENT IX		
DOEA Total Compensation Paid to Non-Profit Personnel Using State Funds		
Name:	Karlene Peyton	
Title:	Vice President of Operations	
Agency Agreement/Contract #	KR026	
Total Contract Amount	203,258.00	
Contract Term:	07/01/2026 - 06/30/2027	
Line Item Budget Category	Total Amount Paid	Amount Paid from State Funds
Salaries		
Fringe Benefits		
Bonuses		
Accrued Paid Time Off		
Severance Payments		
Retirement Contributions		
In-Kind Payments		
Incentive Payments		
Reimbursements/ Allowances		
Moving Expenses		
Transportation Costs		
Telephone Services		
Medical Services Costs		
Housing Costs		
Meals		
CERTIFICATION: I certify that the amounts listed above are true and accurate and in accordance with the approved budget.		
Name:	Stanley McNeese	
Signature:		
Title:	CFO	
Date:	4/24/2026	

ATTACHMENT IX

DOEA Total Compensation Paid to Non-Profit Personnel Using State Funds

Name:	Max B Rothman	
Title:	President & CEO	
Agency Agreement/Contract #	KR026	
Total Contract Amount	203,258.00	
Contract Term:	07/01/2026 - 06/30/2027	
Line Item Budget Category	Total Amount Paid	Amount Paid from State Funds
Salaries		
Fringe Benefits		
Bonuses		
Accrued Paid Time Off		
Severance Payments		
Retirement Contributions		
In-Kind Payments		
Incentive Payments		
Reimbursements/ Allowances		
Moving Expenses		
Transportation Costs		
Telephone Services		
Medical Services Costs		
Housing Costs		
Meals		
CERTIFICATION: I certify that the amounts listed above are true and accurate and in accordance with the approved budget.		
Name:	Stanley McNeese	
Signature:		
Title:	CFO	
Date:	4/24/2026	

**ATTACHMENT X
BUDGET SUMMARY**

1. Administrative Services (cost reimbursement) as specified in **ATTACHMENT I.** **\$20,326.00**

The unit cost payable under this contract is outlined below, which shall be Submitted to the Department on form **ATTACHMENT XI.**

Hours of Service	Units	Unit Cost	
14,072	1 unit = 1 hour of service	\$13.00	\$182,932.00

The unit cost includes a volunteer stipend and covers other volunteer expenses such as volunteer recruitment and retention, volunteer training, and service-related travel.

2. The Department will make payment to the recipient not to exceed **\$203,258.00** subject to the availability of funds.

TOTAL: \$203,258.00

ATTACHMENT XI
RELIEF PROGRAM
COST REIMBURSEMENT / UNIT RATE REQUEST

RECIPIENT NAME, ADDRESS, PHONE# and FEID#	CONTRACT NUMBER _____ CONTRACT AMOUNT _____ CONTRACT PERIOD: FROM _____ TO _____	INVOICE PERIOD: FROM _____ TO _____ INVOICE# _____
COST REIMBURSEMENT CALCULATION		
SERVICE TYPE	AMOUNT REQUESTED	
UNIT RATE CALCULATION		
SERVICE/NUMBER OF UNITS	UNIT RATE AMOUNT	AMOUNT REQUESTED
TOTAL AMOUNT OF FUNDS REQUESTED \$ _____		
PREVIOUS FUNDS RECEIVED	AMOUNT REQUESTED THIS REPORT	CONTRACT BALANCE
\$ _____	\$ _____	\$ _____
I hereby certify to the best of my knowledge that this request or refund conforms with the terms and purposes of the above contract.		
PREPARED BY _____	TITLE _____	DATE _____
APPROVED BY _____	TITLE _____	DATE _____

ATTACHMENT XIII
RELIEF INVOICE SCHEDULE

<u>Report Number</u>	<u>Based on</u>	<u>Submit to Department by This Date</u>
1- KR026JUL	July Expenditure Report	August 19
2- KR026AUG	August Expenditure Report	September 19
3- KR026SEP	September Expenditure Report	October 19
4- KR026OCT	October Expenditure Report	November 19
5- KR026NOV	November Expenditure Report	December 19
6- KR026DEC	December Expenditure Report	January 19
7- KR026JAN	January Expenditure Report	February 19
8- KR026FEB	February Expenditure Report	March 19
9- KR026MAR	March Expenditure Report	April 19
10- KR026APR	April Expenditure Report	May 19
11- KR026MAY	May Expenditure Report	June 19
12- KR026JUN	June Expenditure Report	July 19
13- KR026FIN	Final Expenditure Report	August 15

ATTACHMENT XIV
ANNUAL BUDGET & INVOICE TRACKING

RELIEF Program Annual Budget & Invoices	
Name of Agency: Address: City, State and Zip: Contact Phone Number: E-mail Address:	\$0.00
Contract #:	
	MONTHLY INVOICES
July	\$0.00
August	\$0.00
September	\$0.00
October	\$0.00
November	\$0.00
December	\$0.00
January	\$0.00
February	\$0.00
March	\$0.00
April	\$0.00
May	\$0.00
June	\$0.00
YTD Expended	\$0.00
YTD % Expended	
Remaining Balance	\$0.00
% Remaining	

RELIEF Program Volunteer Time and Travel Log

Volunteer: _____ Month/Year: _____

☐ Check box and fill out second page **ONLY**, if you have suffered an injury to yourself and/or witnessed an accident that resulted in an injury to an employee, volunteer, and/or client and/or caregiver.

(Supervisor's/Program Director's Signature)

Date: _____

TOTAL HOURS: _____

**ATTACHMENT XV
TIME AND TRAVEL LOG
(PG. 2)**

RELIEF Program Volunteer Time and Travel Log

Part 1 – Complete if injury to self.

I, _____, HAVE suffered an injury to my [body part] _____ during this time period. Official notice has been given to _____ [Supervisor's Name].

Part 2 – Complete if witnessed an accident resulting in injury to someone else.

I, _____, HAVE witnessed an accident resulting in injury to an employee/volunteer/client/caregiver of _____ [RELIEF Provider Agency].

Has the appropriate staff been notified: Yes ☐ No ☐

(July 2025 – June 2026)

DR025

ATTACHMENT XVI **MONTHLY SERVICE RECORD**

RELIEF Monthly Service Record

Provider: _____

Reporting Period: _____

Number of Clients served in this reporting period: _____

Volunteer Name (include all active, inactive, and new volunteers.)	New Volun- teer this month	Active This Month	Inactive This month	Evening Respite Hours Served	Weekend Respite Hours Served	Other Respite Hours Served	Total Respite House Served	Training Hours this Month	Total Hours Served
Last name, First Name	N	X	X	0.00	0.00	0.00	0.00	0.00	0.00
				0.00	0.00	0.00	0.00	0.00	0.00
				0.00	0.00	0.00	0.00	0.00	0.00
				0.00	0.00	0.00	0.00	0.00	0.00
				0.00	0.00	0.00	0.00	0.00	0.00
				0.00	0.00	0.00	0.00	0.00	0.00
				0.00	0.00	0.00	0.00	0.00	0.00
				0.00	0.00	0.00	0.00	0.00	0.00
				0.00	0.00	0.00	0.00	0.00	0.00
				0.00	0.00	0.00	0.00	0.00	0.00
				0.00	0.00	0.00	0.00	0.00	0.00
				0.00	0.00	0.00	0.00	0.00	0.00
				0.00	0.00	0.00	0.00	0.00	0.00
				0.00	0.00	0.00	0.00	0.00	0.00
				0.00	0.00	0.00	0.00	0.00	0.00
				0.00	0.00	0.00	0.00	0.00	0.00
				0.00	0.00	0.00	0.00	0.00	0.00
				0.00	0.00	0.00	0.00	0.00	0.00
				0.00	0.00	0.00	0.00	0.00	0.00
				0.00	0.00	0.00	0.00	0.00	0.00
				0.00	0.00	0.00	0.00	0.00	0.00
Totals	0			0.00	0.00	0.00	0.00	0.00	0.00

(July 2025 – June 2026)

DR025

ATTACHMENT XVII
RELIEF VOLUNTEER FILE CHECKLIST

- ☐ Completed volunteer application.
- ☐ Completed Level II Criminal History screening with results.
- ☐ Reference Check Documentation.
- ☐ Signed position description indicating responsibilities, goals, time commitment, employee responsible for supervision of volunteer, qualifications required, and training required (or to be provided).
- ☐ Signed Confidentiality statement.
- ☐ Signed copy of grievance procedures.
- ☐ Signed statement of understanding for allowable and prohibited activities.
- ☐ Assignment sheet for each client assigned to volunteer indicating frequency and duration of respite, actual days and times of respite, notes on client condition in enough detail to inform volunteer of what will be found in home, signatures by volunteer and caregiver and agency staff indicating acceptance /agreement.
- ☐ RELIEF Program Time and Travel Log

(July 2025 – June 2026)

DR025

ATTACHMENT XVIII
RECEIPTS AND EXPENDITURE REPORT RELIEF PROGRAM
(FORM 105R)

RECEIPTS AND EXPENDITURE REPORT
RELIEF PROGRAM

PROVIDER NAME, ADDRESS, PHONE# and FEID#	PROGRAM FUNDING SOURCE: General Revenue Invoice # _____		This Report Period: FROM _____ TO _____ Contract Period : _____ Contract # _____ Report # _____ PSA # _____	
CERTIFICATION : I certify to the best of my knowledge and belief that this report is complete and correct and all the outlays herein are for the purposes set forth in the above contract.				
Prepared by : _____ Date : _____ Approved by : _____ Date : _____				
PART A: BUDGETED INCOME/ RECEIPTS	1. Approved Contract Budget	2. Actual Receipts for this Report	3. Total Receipts YTD	4. Percent of Approved Budget
1. State Funds.....	0.00	0.00	0.00	#DIV/0!
2. TOTAL RECEIPTS	0.00	0.00	0.00	#DIV/0!
PART B : EXPENDITURES	1. Approved Budget	2. Expenditures For This Report	3. Expenditures Year to Date	4. Percent of Approve Budget
1. Administrative Services.....	0.00	0.00	0.00	#DIV/0!
2. Service Subcontractors.....	0.00	0.00	0.00	#DIV/0!
3. TOTAL EXPENDITURES	0.00	0.00	0.00	#DIV/0!

(July 2025 – June 2026)

DR025

ATTACHMENT XIX REQUEST FOR PAYMENT

REQUEST FOR PAYMENT RELIEF PROGRAM			
RECIPIENT NAME, ADDRESS, PHONE# and FEID# 	TYPE OF PAYMENT REQUEST : Regular _____ Invoice # _____	THIS REQUEST PERIOD: From _____ To _____ Contract Period _____ Contract Number _____ Report # _____ PSA # _____	
CERTIFICATION: I hereby certify that this request or refund conforms with the terms of the above contract.			
Prepared by: _____ Date: _____ Approved by: _____ Date: _____			
PART A: BUDGET SUMMARY	Administration	Services Subcontractor	TOTAL
1. Approved Contract Amount	\$0.00	\$0.00	\$0.00
2. Previous Funds Received for Contract Period	\$0.00	\$0.00	\$0.00
3. Contract Balance (line 1 minus line 2)	\$0.00	\$0.00	\$0.00
4. Previous Funds Requested and Not Received for Contract Period	\$0.00	\$0.00	\$0.00
5. Contract Balance (line 3 minus line 4)	\$0.00	\$0.00	\$0.00
PART B: CONTRACT FUNDS REQUEST			
1. Net Expenditures For Month (DOEA Form 105R, Part B Line 3)	\$0.00	\$0.00	\$0.00
2. TOTAL	\$0.00	\$0.00	\$0.00
PART C: NET FUNDS REQUESTED			
1. Contract Funds are hereby requested (Part B, Line 2)	\$0.00	\$0.00	\$0.00
PART D: UNITS/ SERVICES PROVIDED			
1. Number of Clients Served this Period			
2. List of Services/ Units / Rates provided - see attached report			
DOEA FORM 106R revised 6/10/16			