

**AGREEMENT BETWEEN
THE STATE OF FLORIDA, DEPARTMENT OF STATE
AND
[INSERT NAME OF GRANTEE TO MATCH W-9]
[INSERT PROJECT GRANT NUMBER]**

This Agreement is by and between the State of Florida, Department of State, Division of Historical Resources hereinafter referred to as the "Division," and the [INSERT NAME OF GRANTEE] hereinafter referred to as the "Grantee."

The Grantee has been awarded an Abandoned African-American Cemeteries Grant by the Division, grant number [INSERT PROJECT NUMBER] for the Project "[INSERT PROJECT NAME]," in the amount of \$[INSERT AWARD AMOUNT] ("Grant Award Amount"). The Division enters into this Agreement pursuant to Line Item [INSERT LINE NUMBER], contained in the [INSERT FISCAL YEAR] General Appropriations Act, [INSERT BILL NUMBER], Laws of Florida. The Division has the authority to administer this grant in accordance with Section 267.21(2), *Florida Statutes*.

In consideration of the mutual covenants and promises contained herein, the parties agree as follows:

- 1. Grant Purpose.** This grant shall be used exclusively for the "[INSERT PROJECT NAME]," the public purpose for which these funds were appropriated.

- a) The Grantee shall perform the following **Scope of Work**:

[INSERT SCOPE OF WORK]

All projects that include remote sensing must follow the requirements in Attachment B Performance Standards for Remote Sensing Surveys in Historic Cemeteries .

All tasks associated with the Project shall meet the requirements set forth in this agreement.

- b) The Grantee agrees to provide the following **Deliverables** and **Performance Measures** related to the Scope of Work for payments to be awarded.

[INSERT DELIVERABLES AND PERFORMANCE MEASURES]

- c) The Grantee has provided an Estimated Project Budget based upon reasonable expenditures projected to accomplish the Grantee's Scope of Work and Deliverables outlined in the Agreement. The Budget provides details of how grant and match funds will be spent. All expenditures shall be in accordance with this budget (which is incorporated as part of this Agreement and entitled Attachment A) and must be incurred during the term of this Agreement, as stated in Section 2 of this Agreement.

- 2. Length of Agreement.** This Agreement shall begin on [INSERT DATE], and shall end [INSERT DATE], unless terminated in accordance with the provisions of Section 33 of this Agreement. Contract extensions will not be granted unless Grantee is able to provide

substantial written justification and the Division approves such extension. The Grantee's written request for such extension must be submitted to the Division no later than thirty (30) days prior to the termination date of this Agreement and no amendment will be valid until a written amendment is signed by both parties as required in Section 7 and Section 15 of this Agreement.

3. **Contract Administration.** The parties are legally bound by the requirements of this Agreement. Each party's contract manager, named below, will be responsible for monitoring its performance under this Agreement, and will be the official contact for each party. Any notice(s) or other communications in regard to this agreement shall be directed to or delivered to the other party's contract manager by utilizing the information below. Any change in the contact information below shall be submitted in writing to the contract manager within 10 days of the change.

For the Division of Historical Resources:

[INSERT CONTRACT MANAGER]

Florida Department of State

R.A. Gray Building

500 South Bronough Street

Tallahassee, FL 32399

Phone: [INSERT PHONE]

Email: [INSERT EMAIL]

For the Grantee:

Contact: [INSERT GRANTEE INFORMATION]

Address:

Phone:

Email:

4. **Grant Payments.** All grant payments are requested online via www.dosgrants.com by submitting a payment request with documentation that the deliverable has been completed. The total grant award shall not exceed the Grant Award Amount, which shall be paid by the Division in consideration for the Grantee's minimum performance as set forth by the terms and conditions of this Agreement. Grant payment requests are not considered complete for purposes of payment until review of the deliverables for compliance with the terms and conditions of this Agreement by the appropriate Division staff is complete and approval of the deliverable given. The grant payment schedule is outlined below:

[INSERT PAYMENT METHOD AND DELIVERABLES TO BE MET]

5. **Electronic Payments.** The Grantee can choose to use electronic funds transfer (EFT) to receive grant payments. All grantees wishing to receive their award through electronic funds transfer must submit a Direct Deposit Authorization form to the Florida Department of Financial Services (DFS). If EFT has already been set up for the organization and a payment has been received at the account in the past year, the Grantee does not need to submit another authorization form unless the organization has changed bank accounts. If the grantee has not received a payment at the account in the past year, they should check with DFS at (850) 413-5517 or e-mail at DirectDeposit@MyFloridaCFO.com to see if their

EFT request is still active. The authorization form is accessible at https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/vendors/vendor-relations/dfs-a1-26e-direct-deposit-vendors.pdf?sfvrsn=eff728cf_16 where information pertaining to payment status is also available.

6. **Florida Substitute Form W-9.** A completed Substitute Form W-9 is required from any entity that receives a payment from the State of Florida that may be subject to 1099 reporting. The Department of Financial Services (DFS) must have the correct Taxpayer Identification Number (TIN) and other related information in order to report accurate tax information to the Internal Revenue Service (IRS). To register or access a Florida Substitute Form W-9 visit flvendor.myfloridacfo.com. **A copy of the Grantee's Florida Substitute Form W-9 must be submitted to the Division, as required, in advance of or with the executed Agreement.**
7. **Amendment to Agreement.** Either party may request modification of the provisions of this Agreement by contacting the Division to request an Amendment to the Contract. **Changes which are agreed upon shall be valid only when in writing, signed by each of the parties, and attached to the original of this Agreement.** If changes are implemented without the Division's written approval, the organization is subject to noncompliance, and the grant award is subject to reduction, partial, or complete refund to the State of Florida and termination of this agreement.
8. **Financial Consequences.** The Department shall apply the following financial consequences for failure to perform the minimum level of services required by this Agreement in accordance with Sections 215.971 and 287.058, *Florida Statutes*.

[INSERT FINANCIAL CONSEQUENCES]

Pursuant to Section 17, Grantee shall refund to the Division any excess funds paid out prior to a reduction of total grant funding due to application of financial consequences.

9. Additional Special Conditions.

[INSERT SPECIAL CONDITIONS PER GRANT TYPE]

10. **Credit Line(s) to Acknowledge Grant Funding.** Pursuant to Section 286.25, *Florida Statutes*, in publicizing, advertising, or describing the sponsorship of the program the Grantee shall include the following ~~statement~~:

- a) Printed material will include the following acknowledgement: "This project is sponsored in part by the Department of State, Division of Historical Resources and the State of Florida. Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the Florida Department of State or Division of Historical Resources and should not be interpreted as representing the opinions or policies of the Department.

Division, or State of Florida, or governmental endorsement of any position taken herein.”

- a) ~~All site-specific projects that include development must include a Project identification sign, with the following language.~~ “This project is sponsored in part by the Department of State, Division of Historical Resources and the State of Florida.” Any variation in this language must receive prior approval in writing by the Division.
- a) ~~All site-specific projects must include a Project identification sign, with the aforementioned language, that must be placed on site.~~ The cost of preparation and erection of the Project identification sign are allowable project costs. Routine maintenance costs of Project signs are not allowable project costs. A photograph of the aforementioned sign must be submitted to the Division as soon as it is erected. ~~Non-site-specific projects that produce report(s) must include the aforementioned language in the report.~~

11. Encumbrance of Funds. The Grantee shall execute a binding contract for at least a part of the Scope of Work by [INSERT DATE], except as allowed below.

- a) Extension of Encumbrance Deadline: The encumbrance deadline indicated above may be extended by written approval of the Division. To be eligible for this extension, the Grantee must demonstrate to the Division that encumbrance of grant funding by binding contract(s) is achievable by the end of the requested extended encumbrance period. The Grantee's written request for extension of the encumbrance deadline must be submitted to the Department no later than fifteen (15) days prior to the encumbrance deadline indicated above.
- b) Encumbrance Deadline Exception: For projects not involving contract services the Grantee and the Department shall consult on a case-by-case basis to develop an acceptable encumbrance schedule.

12. Subcontracting Requirements. The grantee shall ensure inclusion of the following in all contracts or purchase agreements, which shall be provided to the Division for review and approval prior to execution in accordance with Section 9:

- a. The contract amount;
- b. The portion of the Grant Award Agreement's Scope of Work for which the contracted service provider is responsible;
- c. A timeline for completion of the work, including dates at which completed drafts will be made available for review by the Division, allowing for at least fourteen (14) days for review;
- d. The performance standards by which work will be assessed as identified in Section 9 of this agreement; and
- e. The non-discrimination clause required by Section 33 of this agreement.

12.13. Grant Reporting Requirements.- The Grantee must submit the following reports to the Division. All reports shall document the completion of any deliverables/tasks, expenses and activities that occurred during that reporting period. All reports on grant progress will be submitted online via www.dosgrants.com.

[INSERT PROGRESS REPORT DUE DATES]

13.14. Matching Funds. No matching funds are required.

14.15. Grant Completion Deadline. The grant completion deadline is the end date of this Agreement set forth in Section 2 above. The Grant Completion Deadline is the date when all grant funds have been paid out or incurred in accordance with the work described in the Scope of Work, detailed in the Estimated Project Budget. If the Grantee finds it necessary to request an extension of the Grant Completion Deadline, an Amendment to the Agreement must be executed as per Section 7, and the stipulations in Section ~~15.16~~ must be met.

15.16. Extension of the Grant Completion Deadline. An extension of the completion date must be requested at least thirty (30) days prior to the end of the Grant Period and may not exceed [INSERT NUMBER OF DAYS] days, unless the Grantee can clearly demonstrate extenuating circumstances. An extenuating circumstance is one that is beyond the control of the Grantee, and one that prevents timely completion of the Project such as a natural disaster, death or serious illness of the individual responsible for the completion of the Project, litigation related to the Project, or failure of the contractor or architect to provide the services for which they were contracted to provide. An extenuating circumstance does not include failure to read or understand the administrative requirements of a grant. Changes to the original completion deadline shall be valid only when requested in writing, approved by the Division, and an Amendment to the Agreement has been executed by both parties and attached to the original of this Agreement. The Grantee must provide documentation that a portion of the grant funds are encumbered and demonstrate to the satisfaction of the Division that project work is progressing at a rate such that completion is achievable within the extended Grant Period.

16.17. Non-allowable Grant Expenditures. The Grantee agrees to expend all grant funds received under this agreement solely for the purposes for which they were authorized and appropriated. Expenditures shall be in compliance with the state guidelines for allowable Project costs as outlined in the Department of Financial Services' Reference Guide for State Expenditures (revised 10/2022), which are incorporated by reference and are available online at https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/reference-guide-for-state-expenditures.pdf?sfvrsn=b4cc3337_2. The following categories of expenditures are non-allowable for expenditure of grant funds:

[INSERT NON-ALLOWABLE EXPENDITURES FROM PROGRAM GUIDELINES]

17.18. Unobligated and Unearned Funds and Allowable Costs. In accordance with Section 215.971, *Florida Statutes*, the Grantee shall refund to the State of Florida any balance of unobligated funds which has been advanced or paid to the Grantee. In addition, funds paid in excess of the amount to which the recipient is entitled under the terms and conditions of the agreement must be refunded to the state agency. Further, the recipient may expend funds only for allowable costs resulting from obligations incurred during the specified agreement period. Expenditures of state financial assistance must be in compliance with the laws, rules, and regulations applicable to expenditures of State funds, including, but not limited to, the *Reference Guide for State Expenditures*.

18.19. Repayment. All refunds or repayments to be made to the Department under this Agreement are to be made payable to the order of the “Department of State” and mailed directly to the following address: Florida Department of State, Attention: Grants Program Supervisor, Division of Historical Resources, 500 South Bronough Street Tallahassee, FL 32399. In accordance with Section 215.34(2), *Florida Statutes*, if a check or other draft is returned to the Department for collection, Grantee shall pay to the Department a service fee of \$15.00 or five percent (5%) of the face amount of the returned check or draft, whichever is greater.

19.20. Single Audit Act. The Grantee is required to complete a Single Audit Act certification form through the Department of State grants management system at <https://dosgrants.com/>. Each Grantee, other than a Grantee that is a State agency, shall submit to an audit pursuant to Section 215.97, *Florida Statutes*. See Attachment **BC** for additional information regarding this requirement.

20.21. Retention of Accounting Records. Financial records, supporting documents, statistical records, and all other records including electronic storage media pertinent to the Project shall be retained for a period of five (5) years after the close out of the grant. If any litigation or audit is initiated, or claim made, before the expiration of the five-year period, the records shall be retained until the litigation, audit, or claim has been resolved.

21.22. Obligation to Provide State Access to Grant Records. The Grantee must make all grant records of expenditures, copies of reports, books, and related documentation available to the Division or a duly authorized representative of the State of Florida for inspection at reasonable times for the purpose of making audits, examinations, excerpts, and transcripts.

22.23. Obligation to Provide Public Access to Grant Records. The Division reserves the right to unilaterally cancel this Agreement in the event that the Grantee refuses public access to all documents or other materials made or received by the Grantee that are subject to the provisions of Chapter 119, *Florida Statutes*, known as the *Florida Public Records Act*. The Grantee must immediately contact the Division's Contract Manager for assistance if it receives a public records request related to this Agreement.

23.24. Investment of Funds Received But Not Paid Out. The Grantee may temporarily invest any or all grant funds received but not expended, in an interest bearing account pursuant to Section 216.181(16)(b), *Florida Statutes*. Interest earned on such investments should be returned to the Division quarterly, except that interest accrued less than \$100 within any quarter may be held until the next quarter when the accrued interest totals more than \$100. All interest accrued and not paid to the Division, regardless of amount, must be submitted with the Grantee's final Progress Report at the end of the Grant Period.

24.25. Noncompliance with Grant Requirements. Any Grantee that has not submitted required reports or satisfied other administrative requirements for this grant or other Division of Historical Resources grants or grants from any other Florida Department of State (DOS) Division will be in noncompliance status and subject to the DOS Grants

Compliance Procedure. Grant compliance issues must be resolved before a grant award agreement may be executed, and before grant payments for any DOS grant may be released.

25.26. Accounting Requirements. The Grantee must maintain their financial records in such a manner that provides a complete record of the use of all grant funds as follows:

- a) The records must be able to specifically provide an audit trail that traces the receipt, maintenance, and expenditure of state funds;
- b) Accounting records must adequately identify the sources and application of funds for all grant activities and must classify and identify grant funds by using the same budget categories as approved in the grant application. If Grantee's accounting records accumulate data in a different format than the one specified in this agreement, subsidiary records must document and reconcile the amounts shown in the Grantee's accounting records to those amounts reported to the Division.
- c) An interest-bearing checking account or accounts in a state or federally chartered institution may be used for revenues and expenses described in the Scope of Work and detailed in the Estimated Project Budget.
- d) The Grantee's accounting records must have effective control over and accountability for all funds, property, and other assets; and
- e) Accounting records must be supported by source documentation and be in sufficient detail to allow for a proper pre-audit and post-audit (such as invoices, bills, and canceled checks).

26.27. Accounting Documentation. For every expense related to the use of grant funds the Grantee must submit documentation that demonstrates the expense as follows:

- a. For all non-personnel costs, the Grantee must provide invoices/receipts and proof of payment (i.e. canceled/processed checks or bank statements).
- b. For personnel costs, the Grantee must provide timesheets that are signed by the employee documenting the hours worked, include the cost per hour, and demonstrate a clear relationship to the submitted payment documentation. If the expense is a cash expense, the Grantee must also provide payroll documentation or similar documentation
- c. All costs are required to be reconciled using the "Expenditure Log" in DOSgrants.com. All entries in this log must be supported by the documentation requirements described in this section.

27.28. Availability of State Funds. The State of Florida's performance and obligation to pay under this Agreement are contingent upon an annual appropriation by the Florida Legislature, or the United States Congress in the case of a federally funded grant. In the event that the state or federal funds upon which this Agreement is dependent are withdrawn, this Agreement will be automatically terminated and the Division shall have no further liability to the Grantee, beyond those amounts already released prior to the termination date. Such termination will not affect the responsibility of the Grantee under this Agreement as to those funds previously distributed. In the event of a state revenue shortfall, the total grant may be reduced accordingly.

28.29. Independent Contractor Status of Grantee. The Grantee, if not a state agency, agrees that its officers, agents and employees, in performance of this Agreement, shall act in the capacity of independent contractors and not as officers, agents, or employees of the state. The Grantee is not entitled to accrue any benefits of state employment, including retirement benefits and any other rights or privileges connected with employment by the State of Florida.

29.30. Grantee's Subcontractors. The Grantee shall be responsible for all work performed and all expenses incurred in connection with this Agreement. The Grantee may subcontract, as necessary, to perform the services and to provide commodities required by this Agreement. The Division shall not be liable to any subcontractor(s) for any expenses or liabilities incurred under the Grantee's subcontract(s), and the Grantee shall be solely liable to its subcontractor(s) for all expenses and liabilities incurred under its subcontract(s). The Grantee must take the necessary steps to ensure that each of its subcontractors will be deemed to be "independent contractors" and will not be considered or permitted to be agents, servants, joint ventures, or partners of the Division.

30.31. Liability. The Division will not assume any liability for the acts, omissions to act, or negligence of, the Grantee, its agents, servants, or employees; nor may the Grantee exclude liability for its own acts, omissions to act, or negligence, to the Division.

- a) The Grantee shall be responsible for claims of any nature, including but not limited to injury, death, and property damage arising out of activities related to this Agreement by the Grantee, its agents, servants, employees, and subcontractors. The Grantee, other than a Grantee which is the State or the State's agencies or subdivisions, as defined in Section 768.28, *Florida Statutes*, shall indemnify and hold the Division harmless from any and all claims of any nature and shall investigate all such claims at its own expense. If the Grantee is governed by Section 768.28, *Florida Statutes*, it shall only be obligated in accordance with that Section.
- b) Neither the state nor any agency or subdivision of the state waives any defense of sovereign immunity, or increases the limits of its liability, by entering into this Agreement.
- c) The Division shall not be liable for attorney fees, interest, late charges or service fees, or cost of collection related to this Agreement.
- d) The Grantee shall be responsible for all work performed and all expenses incurred in connection with the Project. The Grantee may subcontract as necessary to perform the services set forth in this Agreement, including entering into subcontracts with vendors for services and commodities; and provided that it is understood by the Grantee that the Division shall not be liable to the subcontractor for any expenses or liabilities incurred under the subcontract and that the Grantee shall be solely liable to the subcontractor for all expenses and liabilities incurred under the subcontract.

31.32. Strict Compliance with Laws. The Grantee shall perform all acts required by this Agreement in strict conformity with all applicable local, state and federal laws and

regulations. The Grantee shall during the term of this Agreement be in strict conformity with all applicable local, state and federal laws and regulations.

32.33. No Discrimination. The Grantee and their subcontractors may not discriminate against any employee employed under this Agreement, or against any applicant for employment because of race, color, religion, gender, national origin, age, pregnancy, handicap or marital status. The following or a similar provision must be inserted into all of the subcontracts for services executed under this Agreement:

- a. No employee or applicant for employment engaged under this Agreement may be discriminated against because of race, color, religion, gender, national origin, age, pregnancy, handicap or marital status.

33.34. Breach of Agreement. The Division will demand the return of grant funds already received, will withhold subsequent payments, and/or will terminate this agreement if the Grantee improperly expends and manages grant funds, fails to prepare, preserve or surrender records required by this Agreement, or otherwise violates this Agreement.

34.35. Termination of Agreement.

- a) Termination by the Division. The Division will terminate or end this Agreement if the Grantee fails to fulfill its obligations herein. In such event, the Division will provide the Grantee a notice of its violation by letter, and shall give the Grantee fifteen (15) calendar days from the date of receipt to cure its violation. If the violation is not cured within the stated period, the Division will terminate this Agreement. The notice of violation letter shall be delivered to the Grantee's Contract Manager, personally, or mailed to his/her specified address by a method that provides proof of receipt. In the event that the Division terminates this Agreement, the Grantee will be compensated for any work completed in accordance with this Agreement, prior to the notification of termination, if the Division deems this reasonable under the circumstances. Grant funds previously advanced and not expended on work completed in accordance with this Agreement shall be returned to the Division, with interest, within thirty (30) days after termination of this Agreement. The Division does not waive any of its rights to additional damages, if grant funds are returned under this Section.
- b) Termination for convenience. The Division or the Grantee may terminate the grant in whole or in part when both parties agree that the continuation of the Project would not produce beneficial results commensurate with the further expenditure of funds. The two parties will agree upon the termination conditions, including the effective date, and in the case of partial terminations, the portion to be terminated.
- c) Termination by Grantee. The Grantee may unilaterally cancel the grant at any time prior to the first payment on the grant although the Department must be notified in writing prior to cancellation. After the initial payment, the Project may be terminated, modified, or amended by the Grantee only by mutual agreement of the Grantee and the Division. Request for termination prior to completion must fully detail the reasons for the action and the proposed disposition of the uncompleted work.

35.36. Preservation of Remedies. No delay or omission to exercise any right, power, or remedy accruing to either party upon breach or violation by either party under this Agreement, shall impair any such right, power or remedy of either party; nor shall such delay or omission be construed as a waiver of any such breach or default, or any similar breach or default.

36.37. Non-Assignment of Agreement. The Grantee may not assign, sublicense nor otherwise transfer its rights, duties or obligations under this Agreement without the prior written consent of the Division, which consent shall not unreasonably be withheld. The agreement transferee must demonstrate compliance with the requirements of the Project. If the Division approves a transfer of the Grantee's obligations, the Grantee shall remain liable for all work performed and all expenses incurred in connection with this Agreement. In the event the Legislature transfers the rights, duties, and obligations of the Division to another governmental entity pursuant to Section 20.06, *Florida Statutes*, or otherwise, the rights, duties, and obligations under this Agreement shall be transferred to the successor governmental agency as if it was the original party to this Agreement.

37.38. Required Procurement Procedures for Obtaining Goods and Services. The Grantee shall provide maximum open competition when procuring goods and services related to the grant-assisted project. Procurement documentation supporting maximum open competition may be requested by the Division for review and approval prior to execution of these subcontracts.

- a) The Grantee must procure all professional services (architects, conservators, historic preservation consultants, structural engineers, landscape architects, specialized scientific testing) using at least a request for qualifications, and the grantee must solicit at least three (3) responses to their request for the service.
- b) All contracts for procurement of goods and services (construction, fabrication, installation, etc.) not included in Section ~~36~~38.a. as described above must be procured in the manner described below:

1. Procurement of Goods and Services Not Exceeding \$35,000. The Grantee must use the applicable procurement method described below:

- i. Purchases Up to \$2,500: Procurement of goods and services where individual purchases do not exceed \$2,500 may be conducted at the Grantee's discretion using good purchasing practices.
- ii. Purchases or Contract Amounts Between \$2,500 and \$35,000: Goods and services costing between \$2,500 and \$35,000 require informal competition such as written quotations and informal bids, and may be procured by purchase order, acceptance of vendor proposals or other appropriate procurement document.

2. Procurement of Goods and Services Exceeding \$35,000. Goods and services costing over \$35,000 may be procured by either formal invitation to bid or request

for proposals, and may be procured by purchase order, acceptance of vendor proposals or other appropriate procurement document.

- i. Any formal competitive solicitation shall be made available simultaneously to all vendors, must include the time and date for the receipt of bids, proposals, or replies and of the public opening, and must include all contractual terms and conditions applicable to the procurement, and the criteria to be used in determining acceptability and relative merit of the bid, proposal, or reply.

3. Exemptions. Commodities or contractual services may be considered exempt from a the procurement requirements of this section in the following circumstances:

- i. A Grantee may use the services of an employee(s) with the requisite qualifications to perform project work. When the services of an employee(s) are used, the Grantee must provide the following documentation for each such employee to the Division for review and approval prior to work activities commencing: the employee's name, the duties and responsibilities of their position as it relates to the grant project, their qualifications, their hourly rate, and the anticipated number or hours to be worked on the project. The grantee may hire new employees to complete this project, but expenses cannot occur outside of the grant period.

- c) State entities should follow required procedures set forth in Chapter 287, *Florida Statutes* and Rule 60A 1.002 of *Florida Administrative Code*. If the grantee is a non-state entity (local government or non-profit organization) and has existing procurement requirements and procedures, follow the more restrictive, as long as state requirements are still met.

- d) For Federally funded projects, Grantee's procurement standards must be consistent with 2 C.F.R. §§ 200.317 – 200.327, as applicable. All procurement transactions for goods or services must be conducted in a manner providing full and open competition, consistent with the standards outlined in 2 C.F.R. §200.320.

38.39. **Conflicts of Interest.** The Grantee hereby certifies that it is cognizant of the prohibition of conflicts of interest described in Sections 112.311 through 112.326, *Florida Statutes*, and affirms that it will not enter into or maintain a business or other relationship with any employee of the Department of State that would violate those provisions. The Grantee further agrees to seek authorization from the General Counsel for the Department of State prior to entering into any business or other relationship with a Department of State Employee to avoid a potential violation of those statutes.

In addition, no Grantee official, employee, or consultant who is authorized in his or her official capacity to negotiate, make, accept, approve, or take part in decisions regarding a contract, subcontract, or other agreement in connection with a grant assisted project shall take part in any decision relating to such contract, subcontract or other agreement in which he or she has any financial or other interest, or in which his or her spouse, child, parent, or partner, or any organization in which he or she is serving as an officer, director, trustee, partner, or employee of which he or she has or is negotiating any arrangement concerning employment

has such interest. Grantees shall avoid circumstances presenting the appearance of such conflict. Furthermore, the spouse, child, parent, or partner of an officer, director, trustee, partner, or employee of the grantee shall not receive grant funds.

39.40. Binding of Successors. This Agreement shall bind the successors, assigns and legal representatives of the Grantee and of any legal entity that succeeds to the obligations of the Division of Historical Resources.

40.41. No Employment of Unauthorized Aliens. The employment of unauthorized aliens by the Grantee is considered a violation of Section 274A (a) of the Immigration and Nationality Act. If the Grantee knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this Agreement.

41.42. Severability. If any term or provision of the Agreement is found to be illegal and unenforceable, the remainder will remain in full force and effect, and such term or provision shall be deemed stricken.

42.43. Americans with Disabilities Act. All programs and facilities related to this Agreement must meet the standards of Sections 553.501-553.513, *Florida Statutes*, and the Americans with Disabilities Act of 1990 as amended (42 U.S.C. 12101, *et seq.*), which is incorporated herein by reference.

43.44. Rural Communities. If the Grantee is a county or municipality that is a rural community or rural area of opportunity as those terms are defined in section 288.0656(2), F.S., the payment of submitted invoices may be issued for verified and eligible performance that has been completed in accordance with the terms and conditions set forth in this Agreement to the extent that federal or state law, rule, or other regulation allows such payments. Upon meeting either of the criteria set forth below, the Grantee may elect in writing to exercise this provision.

- a. A county or municipality that is a rural community or rural area of opportunity as those terms are defined in section 288.0656(2), F.S., that demonstrates financial hardship; or
- b. A county or municipality that is a rural community or rural area of opportunity as those terms are defined in section 288.0656(2), F.S., and which is located in a fiscally constrained county, as defined in section 218.67(1). If the Grantee meets the criteria set forth in this paragraph, then the Grantee is deemed to have demonstrated a financial hardship.

44.45. Governing Law. This Agreement shall be construed, performed, and enforced in all respects in accordance with the laws and rules of Florida. Venue or location for any legal action arising under this Agreement will be in Leon County, Florida.

45.46. Entire Agreement. The entire Agreement of the parties consists of the following documents:

- a) This Agreement
- b) Estimated Project Budget (Attachment A)
- c) Performance Standards for Remote Sensing Surveys in Historic Cemeteries (Attachment B)

- e)d) _____ Single Audit Act Requirements and Exhibit I (Attachment BC)
- d)e) _____ Total Compensation Paid to Non-Profit Personnel Using State Funds
(Attachment ED)
- e)f) **[INSERT OTHER ATTACHMENTS AS NEEDED]**

In acknowledgment of this grant, provided from funds appropriated in the [INSERT FY] General Appropriation Act, I hereby certify that I have read this entire Agreement, and will comply with all of its requirements.

Department of State:

Grantee:

By:

By: _____

Authorizing Official for the Grantee

[INSERT NAME], Division Director

Typed name and title

Date

Date

ATTACHMENT A

Estimated Project Budget

[INSERT ESTIMATED PROJECT BUDGET]

ATTACHMENT B

Florida Division of Historical Resources Grants Department Performance Standards for Remote Sensing Surveys in Historic Cemeteries

Remote Sensing Surveys conducted for the purposes of identifying cultural resources shall conform and adhere to the following standards unless otherwise approved by the Division of Historical Resources (Division). The field director, as well as the individual responsible for data analysis and interpretation, is required to meet the professional standards set forth in the Secretary of the Interior's Standards for Professional Qualifications and shall have specialized training in remote sensing methods for historic cemeteries.

Remote sensing methods are frequently requested and employed as part of historic cemetery surveys, particularly when the goal is to noninvasively locate unmarked graves. Techniques such as GPR and magnetometry have proven to be particularly effective and can provide valuable insights into subsurface conditions. However, it is critical to recognize that the success of any given remote sensing technique depends on a range of environmental and cultural factors, including soil conditions, burial practices, and prior site disturbances. Importantly, in the absence of ground-truthing—which is often inappropriate in cemetery contexts and must never be undertaken without consultation with the Division and other appropriate parties, remote sensing data does not confirm the presence of human remains. Rather, these surveys identify geophysical features of interest that may be consistent with burials. In addition to the provisions outlined above, the following performance standards specifically apply to remote sensing surveys conducted as part of historic cemetery surveys.

All surveys conducted on state lands are required to obtain a permit for such surveys from the Florida Bureau of Archaeological Research, pursuant to Section 267.12, Florida Statutes, and Chapter 1A-32, Florida Administrative Code. All reporting of survey results will comply with those standards set forth in 1A-46, Florida Administrative Code. Researchers must be aware that additional federal or state permits and/or licenses may be necessary prior to the initiation of archaeological remote sensing surveys.

(1) Archival Research. Prior to conducting fieldwork, the following steps should be taken:

- (a) Consult existing Florida Master Site File (FMSF) records for previously recorded sites within the permit area. Site files may be obtained from the Florida Master Site File (FMSF), Florida Division of Historical Resources at (850) 245-6440 or Sitefile@dos.fl.gov.
- (b) When applicable, consult in writing FMSF to determine if properties listed on, being considered for listing on, or determined eligible for the National Register of Historic Places are located within or near the project area. Such consultation shall include an accurate project location map of an appropriate scale for reference purposes.
- (c) Consult other documents, maps, records, or local experts as necessary to determine the known history and prehistory of the area.

(2) Remote Sensing as part of Historic Cemetery Surveys

- (a) All field work, data processing, and interpretation shall be conducted by an SOI qualified archaeologist with specific training and experience in conducting remote sensing surveys within cemetery contexts.
- (a) Transect line spacing shall be no greater than twenty-five (25) centimeters and in some circumstances (such as older cemeteries, areas where coffins may not be in use) should be collected in both the X and Y direction of each grid. The real-world geographic coordinates of each grid shall be recorded with a Geographic Navigation Satellite System (GNSS) receiver corrected with at least decimeter accuracy (such as through the freely available Florida Permanent Reference Network (FPRN) maintained by the Florida Department of Transportation (FDOT)).
- (b) Where possible, data should be collected fifty (50) meters beyond the last feature of interest consistent with a burial. All submitted map deliverables shall reflect this scale. If it is not possible to meet this distance requirement, a statement explaining why shall be included in the report.

(3) Report Content and General Format

- (a) The report will contain a brief discussion of the prehistory and history of the general area of the survey, with specific reference to any known cultural resources in the area. This information should be used to correlate remote sensing data collected during the survey with potential prehistoric and historic archaeological sites.
- (b) In general, features of interest identified in geophysical datasets should not be described as “anomalies” but rather in reference to their physical properties, geometric orientations, and spatial distribution. For example: “a 1 x 2 m high amplitude point source reflection feature from 23-43 ns (1.2-2.4 m in depth at a calculated RDP of x)” when describing features of interest that meet these parameters in a GPR dataset.
- (c) The report shall contain an inventory of all features of interest located by each instrument and a discussion of the results of any ground truthing of identified features. Recommendations for additional evaluation of features of interest shall be prepared with supporting documentation, which should include depth, spatial location, and suggested strategy for ground truthing. 'X' and 'Y' coordinates referencing both the local grid(s) and real geographic coordinates of all features of interest recorded during the survey shall be listed in a table and plotted on maps of sufficient scale and detail to allow for easy relocation should identification and evaluation studies or feature avoidance and preservation be required.
- (d) Georeferenced and annotated composite maps of the collected data in plan view should be included in the report (such as amplitude slice maps), as well as annotated reflection profiles of active geophysical data (such as GPR) showing features.
- (e) The report shall include a statement of conclusions on the location of potentially significant cultural resources, the need for any additional work to assess site significance, and measures to be taken to avoid/preserve or mitigate project impacts to identified or significant and/or potentially significant site locations.
- (f) The report shall contain a statement on the method and location of data storage.

ATTACHMENT C
FLORIDA SINGLE AUDIT ACT REQUIREMENTS

[INSERT FLORIDA SINGLE AUDIT ACT LANGUAGE]

ATTACHMENT D
~~ATTACHMENT C~~

Total Compensation Paid to Non-Profit Personnel Using State Funds

Name			
Title			
Agency Agreement/Contract #			
Total Contract Amount			
Contract Term:			
Invoice Number			
Invoice Period			
Line Item Budget Category	Total Amount Allocated	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			
Amount Paid to Date			
CERTIFICATION: I certify that the amounts listed above are true and accurate and in accordance with the approved budget.			
Name:			
Signature:			
Title:			
Date:			