



Interoffice Memorandum

September 18, 2023

TO: Mayor Jerry L. Demings
-AND-
County Commissioners

FROM: Roseann Harrington, Mayor's Chief of Staff on behalf of *RH*
the Office of Economic, Trade & Tourism Development

SUBJECT: **October 10, 2023 – Consent Agenda Item**
Hispanic Business Initiative Fund of Florida, Inc., d/b/a
Prospera Grant Agreement

Funding in the amount of \$147,519 was provided in the FY 2023-24 adopted budget for the Hispanic Business Initiative Fund of Florida, Inc., d/b/a Prospera for activities, programs, and services in the promotion of economic development.

In order to expedite the disbursement of funds, it is required that the Board approve and execute the grant agreement.

This agreement has been reviewed by the County Attorney's Office.

ACTION REQUESTED: **Approval and execution of Orange County, Florida and Hispanic Business Initiative Fund of Florida, Inc., d/b/a Prospera FY 2024 Grant Agreement authorizing the disbursement of \$147,519 as provided in the FY 2023-24 adopted budget.**

**ORANGE COUNTY, FLORIDA
AND
HISPANIC BUSINESS INITIATIVE FUND OF FLORIDA, INC.. d/b/a
Prospera**

FY 2024 GRANT AGREEMENT

THIS AGREEMENT, made and entered into this 1st day of October 2023, by and between ORANGE COUNTY, a charter county and political subdivision of the State of Florida, hereinafter referred to as the "County" and HISPANIC BUSINESS INITIATIVE FUND OF FLORIDA, INC., hereinafter referred to as "Prospera".

WITNESSETH:

WHEREAS, PROSPERA has applied to the County for a donation of funds for the activities/programs/services sponsored by the PROSPERA; and

WHEREAS, the County has determined that there is a public interest for such activities/programs in order to promote economic development in Central Florida and, to that end, the County has appropriated funds to be donated to PROSPERA for such purposes; and

WHEREAS, the County desires to enter into an agreement with PROSPERA whereby PROSPERA will receive and disburse said funds of the County for the purpose of providing activities/programs/services in accordance with the terms and conditions herein set forth; and

WHEREAS, PROSPERA has available the necessary qualified and trained personnel, facilities, materials and supplies to perform such services and/or carry out such programs as set forth in this Agreement.

THEREFORE, in consideration of the premises and mutual covenants herein contained, the parties hereby agree as follows:

Section 1. County's Obligation.

1.1 The County has appropriated for the period commencing October 1, 2023 and ending September 30, 2024, the total sum of One Hundred Forty-Seven Thousand Five Hundred Nineteen and No/100 Dollars (\$147,519.00) to be administered and disbursed by PROSPERA solely for the purposes set forth in Exhibit "A". Any funds not spent or encumbered by September 30, 2024 for the designated purpose set forth in Exhibit "A", shall be returned to the County. At PROSPERA's request and for good cause shown, the Economic Development

Administrator may, at his or her sole discretion, grant PROSPERA up to six (6) additional months to expend the funds. Any such request shall be submitted in writing to the Office of Economic Development. The Economic Development Administrator shall issue a written decision in response to such request within 10 County business days. The County's contributions of \$147,519.00 to PROSPERA shall be made in four (4) installments of \$ 36,879.75 based on the following dates and contingent upon the satisfactory receipt of four (4) quarterly performance and financial reports of the agency's activities/programs/services as described in Exhibit "A." Each quarterly report is due to Orange County Office of Economic, Trade & Tourism Development within 30 days after the end of each quarter ending December 31; March 31; June 30; and, September 30 as described in Exhibit "B." The first quarter's installment payment will be paid by the end of October or within 30 days after the execution date of this Agreement and receipt of fourth quarter report. The second, third, and fourth quarter's installment payments shall be paid within 30 days of receipt of each prior quarter report. The first quarterly report is due by no later than January 31st; the second quarterly report is due by no later than April 30th; the third quarterly report is due by no later than July 31st; The third quarter's report will determine compliance for future funding. Failure to comply with the County's request for submission of such reports shall constitute grounds for termination of this Agreement and may result in the ineligibility of the PROSPERA to receive future contributions from the County.

1.2 No funds paid under this Agreement shall be expended for any lobbyist, as such term is defined in section 2-351 of the Orange County Code, to engage in any lobbying activities designed to influence decisions or other foreseeable actions of the Board of County Commissioners or the governing body of any other municipality located within Orange County. Furthermore, PROSPERA agrees that it shall not undertake, or cause to be undertaken, or participate in, any lobbying before the state legislature in order to advocate for or influence legislative decision making inconsistent with legislative priorities adopted by the Board of County Commissioners, without the prior written consent of the Board or the County Administrator.

Section 2. PROSPERA's Obligation.

2.1 Representation of PROSPERA. PROSPERA represents that it will use its best efforts to provide business technical assistance to Hispanic owned and operated businesses in Orange County.

2.2 PROSPERA as Independent Contractor. The parties expressly acknowledge that PROSPERA is acting as an Independent Contractor, and nothing in this Agreement is intended or shall be construed to establish an agency, partnership or joint venture relationship between the parties.

2.3 Unlawful Discrimination. PROSPERA, in performing its obligations under this Agreement shall not unlawfully discriminate against any worker, employee, applicant or member of the public because of race, religion, sex, sexual orientation and gender expression/identity, color, age, disability or national origin.

2.4 Accounting. PROSPERA will utilize such accounting procedures and practices in maintenance of the records of receipts and disbursements of the funds contributed by

the County as will be in accordance with generally accepted accounting principles. PROSPERA agrees to submit reports to the Orange County Office of Economic, Trade & Tourism Development according to the terms described in Exhibit "B". Failure to comply with the County's request for submission of such reports shall constitute grounds for termination of this Agreement and may result in the ineligibility of PROSPERA to receive future contributions from the County.

2.5 Non-Profit Status. PROSPERA agrees to maintain its corporate, non-profit status in the State of Florida throughout the term of this Agreement. If PROSPERA should, during the term of this Agreement, lose its corporate status, it shall immediately notify the County in writing and the County reserves the right to terminate this Agreement immediately and discontinue payments to the PROSPERA.

2.6 Right to Inspect and Audit Accounts. During the term of this Agreement, PROSPERA, with respect to the receipt and expenditure of funds provided under this Agreement, shall permit County staff and the Orange County Comptroller and her staff to inspect and audit PROSPERA's books and accounts at any time during normal working hours, provided that reasonable notice is given to PROSPERA prior to any such inspection. Any costs incurred by PROSPERA as a result of a County audit shall be the sole responsibility of and shall be borne by PROSPERA. In addition, should PROSPERA provide any or all of the County's funds to sub-recipients, then, and in that event, PROSPERA shall include in written agreements with such sub-recipients a requirement that records the sub-recipient be open to inspection and audit by the County or the County's designee.

2.7 Maintenance of Records; Audit. For a period ending five (5) years after the expiration or termination of this Agreement, PROSPERA shall make all records and documents relating to this Agreement available for inspection and copying by the County or any agent designated by the County.

2.8 Assignment. PROSPERA may not assign its rights hereunder, without the prior written consent of the County. Failure to comply with this section may result in immediate termination of this Agreement.

2.9 Indemnification. PROSPERA agrees to indemnify and save harmless the County from and against any and all liability, claims, demands, damages, expenses, fees, fines, penalties, suits, proceedings, actions and cost of actions, including reasonable attorney's fees, attorneys on appeal of any kind and nature arising or growing out or in any way connected with the performance of this Agreement itself.

Section 3. Term and Termination.

3.1 Term and Termination. The term of this Agreement shall begin on October 1, 2023 and shall continue until September 30, 2024. However, this Agreement can be terminated by either party at any time, with or without cause, upon no less than fifteen (15) days notice in writing to the other party. Said notice shall be delivered by certified mail or in person to the business address of the party upon whom such notice is served.

Section 4. Miscellaneous.

4.1 Entire Agreement. This Agreement constitutes the entire agreement between the parties. Any representations or statements heretofore made with respect to such subject matter, whether verbal or written are merged herein. No other agreement, whether verbal or written, with regard to the subject matter hereof, shall be deemed to exist.

4.2 Waivers. Performance of this Agreement by either party, after notice of default of any of the terms, covenants or conditions, shall not be deemed a waiver of any right to terminate this Agreement for any subsequent default, and no waiver of such default shall be construed or act as a waiver of any subsequent default.

4.3 No Third Party Beneficiaries. This Agreement does not create, and shall not be construed as creating, any rights enforceable by any person or entity other than the parties to the Agreement.

4.4 Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. Venue for any litigation occurring as a result of this Agreement shall be held in the Ninth Circuit Courts in and for Orange County, Florida, and shall be governed by the laws of the State of Florida.

4.5 Severability. It is agreed by and between the parties that if any covenant, condition or provision contained in this agreement is held to be invalid by any court of competent jurisdiction, such invalidity shall not affect the validity of any other covenants, conditions or provisions herein contained.

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IN WITNESS WHEREOF, the parties have executed this Agreement on the dates set below.

ORANGE COUNTY, FLORIDA
By: Board of County Commissioners

By: *Jerry L. Demings*
for Jerry L. Demings, Orange County Mayor

Date: 10 October 2023

ATTEST: Phil Diamond, CPA, County Comptroller
As Clerk of the Board of County Commissioners

By: *Teri Ann Klimetz*
Deputy Clerk



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HISPANIC BUSINESS INITIATIVE FUND OF
FLORIDA, INC., d/b/a Prospera

By: *Augusto Sanabria*
Augusto Sanabria, President/CEO

Date: 8/21/2023

EXHIBIT A

ACTIVITY FOR WHICH FUNDING IS REQUESTED

Funding in the amount of \$147,519.00 for FY23-24 will be used to support PROSPERA's programs and services for Hispanic entrepreneurs in Orange County.

PROSPERA will utilize the contribution from the County to provide business technical assistance to Hispanic owned and operated businesses in Orange County in both Spanish and English. The services to be provided shall include:

1. Contracting qualified professional services to assist Hispanic owned businesses.
2. Marketing loan requests to the financial community in Orange County.
3. Providing networking opportunities for Hispanic businesses by offering seminars and workshops.
4. Holding bi-lingual certification assistance workshops at least twice a year.
5. Participation in monthly group grantee calls with County staff, as well as in utilizing the Bizlink Orange web resource provided by the National Entrepreneur Center and the County.
- 6. Work with Orange County staff in circumstances where Hispanic residential or business populations must be outreached to especially regarding programs and/or funding opportunities they are eligible for**

EXHIBIT B

The following reports are to be submitted to the Office Economic, Trade & Tourism Development as indicated:

1) Within 30 days of the end of each quarter, PROSPERA shall provide the County with a copy of its quarterly performance and financial reports of the agency's activities/programs/services. Quarterly reporting periods shall end on December 31, March 31, and June 30.

Invoice	Quarter	Period	Reports and Invoice Due
1	Agreement Execution		By October 31
2	1	October 1 - December 31	By January 31
3	2	January 1 - March 31	By April 30
4	3	April 1 - June 30	By July 31

Within each quarterly report, the following information needs to be included as it pertains to the agency's activities/programs/services offered to companies located within unincorporated Orange County:

- List of titles and amount paid to each individual by title during the quarter including board officers/directors/members, principles, and employees, including full and part-time staff.
- Listing of outside/contracted firms and the amount paid to each during the respective quarter.
- Clients Served:
 - Total number and percentage of clients served
 - Number and percentage of new clients served
 - Number and percentage of clients served from other counties
- Education Programs:
 - Number of orientation sessions
 - Number of business seminars
 - Number of businesses provided specialized training and type of training provided
 - Number of one – on – one business consulting sessions
- Technical Assistance Provided:
 - Number and names of firms provided with legal assistance
 - Number and names of firms provided with accounting assistance
 - Number and names of firms provided with assistance with business and marketing plans
 - Number and names of firms provided with website development assistance
 - Number and names of firms provided certification assistance
 - Total number of hours in which technical assistance was provided

- Access to Capital:
 - Total amount of loans/grants approved
 - Number of loan/grants applications processed
 - Number of loans/grants approved
 - Type of loans approved: direct loans, guaranteed loans, facilitated loans or soft equity loans. Specify how many of each.
 - List of loans approved, with amount and names of firms receiving each loan
 - Number of approved loans in each of the following business categories: construction, commodities, architectural/engineering, and other services
- Financials:
 - Salaries amount and overall percentage of total expenditures
 - Technical services amount and overall percentage of total expenditures
 - Loan amount and overall percentage of total expenditures
 - Special event amount and overall percentage of total expenditures
 - General and overhead percentage (including bad debt expense, rental of building and equipment, supplies, contracted services, utilities, etc.) of total expenditures
 - Source of revenues by percentage in the following categories: government, corporate partners, earned
- Job Creation:
 - Number of jobs created in Orange County
 - Number of jobs saved/retained in Orange County
 - Average salaries for the above

2) Within 30 days of its release, PROSPERA shall provide the County with a copy of its annual financial report, external audit reports, and any performance or statistical data requested by Orange County.

Reports and Communications to the COUNTY:

Orange County Office of Economic, Trade & Tourism Development
 ATTN: Marthaly Irizarry, Economic Development Coordinator
 201 S. Rosalind Avenue, 5th Floor
 Orlando, Florida 32802
 Phone: (407) 836-7370
 Fax: (407) 836-7399

Reports and Communications to PROSPERA:

Hispanic Business Initiative Fund of Florida, Inc.
 ATTN: Augusto Sanabria, President & CEO
 3201 E. Colonial Drive
 Suite 820
 Orlando, Florida 32803
 Phone: (407) 428-5872
 Fax: (407) 428-5873