

**STATEMENT OF CONTRACTOR'S MAINTENANCE  
FINANCIAL RECORDS**

The following individual(s) and site(s) have been delegated signatory authority for the program's financial documents:

1. \_\_\_\_\_  
Typed Name of Individual  
  
\_\_\_\_\_  
Signature  
  
\_\_\_\_\_  
Title  
  
\_\_\_\_\_  
Address  
  
\_\_\_\_\_  
Telephone
  
2. \_\_\_\_\_  
Typed Name of Individual  
  
\_\_\_\_\_  
Signature  
  
\_\_\_\_\_  
Title  
  
\_\_\_\_\_  
Address  
  
\_\_\_\_\_  
Telephone
  
3. \_\_\_\_\_  
Typed Name of Individual  
  
\_\_\_\_\_  
Signature  
  
\_\_\_\_\_  
Title  
  
\_\_\_\_\_  
Address  
  
\_\_\_\_\_  
Telephone

**CONFLICT OF INTEREST STATEMENT/CERTIFICATION**

Contract No: **2009/2010**

The Contractor must execute either Section I or Section II hereunder relative to Florida Statute 112.313(12). Failure to execute either Section may result in rejection of this Contract.

**SECTION I**

I hereby certify that no official or employee of the Grantee or independent agency requiring the goods or services described in these specifications has a material financial interest in this company.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Name of Official (Type or Print)

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
City, State, Zip Code

**SECTION II**

I hereby certify that the following named Grantee official(s) and employee(s) having material financial interest(s) [in excess of 5%] in this company have filed the appropriate Conflict of Interest statements with the Grantee prior to the beginning date of this Contract.

Name

Title or Position

Date of Filing

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Name of Certifying Official

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
City, State, Zip Code

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER MATTERS**

1. The prospective primary participant certifies to the best of its knowledge and belief, that it, and its principals:
  - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transaction by any federal department or agency;
  - b. Have not within a three (3) year period preceding this proposal been convicted of 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 anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - c. Are not presently indicated for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in 1b. above, of this certification; and
  - d. Have not, with a three (3) year period preceding this application/proposal had one or more public transactions (federal, state, or local) terminated for cause or default.
  
2. That if the prospective primary participant is unable to certify to any statements in this certification, such prospective primary participant shall attach an explanation to the proposal.

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Name & Title of Authorized Representative

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Signature Date

**CERTIFICATION REGARDING LOBBYING**  
**Certification For Contracts, Grants, Loans and Cooperative Agreements**

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

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal Grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with this contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. 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.

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Contractor Organization

Program Title

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Name of Certifying Official

Signature Date

**SWORN STATEMENT UNDER SECTION 287/133(3) (A),  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

(To be signed in the presence of a notary public or other officer authorized to administer oaths)

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Before me, the undersigned authority, personally appeared \_\_\_\_\_, who, being by me duly sworn, made the following statement:

1. The business address of the contractor is: \_\_\_\_\_
2. My relationship to the contractor is \_\_\_\_\_ (relationship such as sole proprietor, partner, president, vice president)
3. I understand a public entity crime as defined in Section 287.133 of the Florida Statutes includes a violation of any state or federal law by a person with respect to and directly to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any entity or such an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
4. I understand "convicted" or "conviction" is defined by the statute to mean a finding of guilt or a conviction of a public entity crime, with or without an adjunction of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
5. I understand "affiliate" is defined by the statute to mean (1) a predecessor or successor of a person or a corporation convicted of a public-entity crime, or a person or corporation convicted of a public-entity crime, or (2) an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime, or (3) those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.
6. Neither the contractor nor any officer, director, executive, partner, shareholder, employee, member or agent who is active in the management of the contractor nor any affiliate of the contractor has been convicted of a public entity crime subsequent to July 1, 1993.

(Draw a line through paragraph 6 if paragraph 7 below applies)

7. There has been a conviction of a public entity crime by the contractor, or an officer, director, executive, partner, shareholder, employee, member or agent of the contractor who is active in the management of the contractor or an affiliate of the contractor. A determination has been made pursuant to Section 287.133(3) by order of the Division of Administrative Hearings that is not in the public interest for the name of the convicted person or affiliate to appear on the convicted vendor list. The name of the convicted person or affiliate is \_\_\_\_\_. A copy of the order of the Division of Administrative Hearing is attached to this statement.

(Draw a line through paragraph 7 if paragraph 6 above applies)

\_\_\_\_\_

Signature

Title

Sworn to and subscribed before me in the state and county first mentioned above on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_ ,

(affix seal) Notary Public \_\_\_\_\_, My Commission Expires

## CERTIFICATION REGARDING DRUG-FREE WORKPLACE

I, \_\_\_\_\_, \_\_\_\_\_, an authorized representative of the Contractor do hereby make the following certification with respect to the execution of responsibilities assigned to the Council by the Job Training Partnership Act, and the Drug-Free Workplace Act of 1988. The Contractor will:

- a. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor's workplace and specifically action that will be taken against employees for violation of such prohibition.
- b. Establish a drug-free awareness program to inform employees about:
  1. The dangers of drug abuse in the workplace;
  2. The Contractor's policy of maintaining a drug-free workplace;
  3. Any available drug counseling, rehabilitation, and employee assistance programs; and
  4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- c. Make it a requirement that each employee to be engaged in the performance of the contract be given a copy of the statement required by paragraph (a) of this certification.
- d. Notify the employees in the statement required by paragraph (a) of this certification that, as a condition of employment under the grant, the employee will:
  1. Abide by the terms of the statement; and
  2. Notify the Contractor of any criminal drug statute conviction, for a violation occurring in the workplace, no later than five (5) days after such conviction.
- e. Notify the Council within ten (10) days after receiving notice under this subparagraph (d) (2), from an employee or otherwise receiving actual notice of such a conviction.
- f. Take one of the following actions, within 30 days of receiving notice under the subparagraph (d) (2) with respect to any employee who is so convicted:
  1. Take appropriate personnel action against such an employee, up to and including termination; or
  2. Require such employee to participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, Local health, law enforcement or other appropriate agency.
- g. Making a good-faith effort to maintain a drug-free workplace through implementation of paragraphs (a) through (f).

The contractor shall insert in the space provided below the site(s) for the performance of work done in connection with the specific contract.

Place of performance shall include street address, city, state, zip code and county.

Contractor: \_\_\_\_\_

Certifying Official: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

