

Exhibit 4

Audit Requirements

The following audit requirements are in addition and supplemental to other audit requirements contained in any agreement stemming from this legislation between the City and Civitas, LLC (“Contractor”):

1. Contractor shall establish and maintain books, records, contracts, subcontracts, papers, financial records, supporting documents, statistical records, goods, services, and all other documents (the “**Records**”) in a format sufficient to reflect all receipts and expenditures of the City funds.
2. Contractor shall retain all Records pertinent to this Agreement for a period of five (5) years after Contractor’s final disbursement of the City funds or as otherwise required by the City pursuant to any agreement between the City and Contractor. If an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the Records shall be retained, at no cost to the City, until resolution of the audit findings or any litigation based on the terms of the agreement. Records shall be retained for longer periods when any retention period required by law exceeds the time frames required in this paragraph.
3. Upon demand, at no additional cost to the City, Contractor shall facilitate the duplication and transfer of any Records during the applicable retention period.
4. Contractor shall provide the Records at all reasonable times for inspection, review, copying, or audit by the City, the City Council Auditor’s Office, the Office of Inspector General, the State of Florida, the United States government/federal agencies, or their authorized third-party auditors or designees.
5. At all reasonable times for as long as Contractor maintains the Records, Contractor shall allow persons authorized by the City to have full access to and the right to examine any of the Records, regardless of the form in which kept.
6. Contractor, at its cost, shall provide audits or reports as necessary for compliance by Contractor and the City with the ARP Act, and otherwise as requested by the City, the City Council Auditor’s Office, the Office of Inspector General, the State of Florida, the United States government/federal agencies, or their authorized third-party auditors or designees, and shall insure that all related party transactions are disclosed to the auditor.
7. Contractor shall comply and cooperate immediately with any inspections, reviews, or investigations deemed necessary by the City.
8. Contractor shall permit the City to interview any of Contractor’s employees, subcontractors, and subcontractors’ employees to assure the City of the satisfactory performance pursuant to any agreement between Contractor and the City. Following such review, if Contractor’s performance is, in the opinion of the City, deficient, the City will deliver to Contractor a written report of the deficiencies and request for Contractor’s development of a corrective action

plan. Contractor agrees to prepare and submit to the City a corrective plan within five (5) business days of receiving the City's written report. Contractor shall correct all deficiencies identified in the corrective action plan within five (5) business days from the City's receipt of the corrective action plan.

9. All reports, audits, and other information Contractor provides pursuant to the legislation authorizing disbursement of the City funds to Contractor or pursuant to any agreement between the City and Contractor shall contain the following statement: **“The information provided to the City of Jacksonville in this submittal is submitted under penalties of perjury, under Section 837.06, Florida Statutes”**.

10. If Contractor uses any subcontractors in utilization of the City funds, Contractor shall include the audit, inspections, investigations, and record-keeping requirements providing herein in all such subcontracts and assignments. Contractor shall also ensure any subcontractors receiving disbursements of City funds, if any, are subject to the audit, inspections, investigations, reporting and record-keeping requirements provided herein and said requirements shall be included in any contract with any subcontractor.

11. Contractor shall comply with all American Rescue Plan Act requirements, including but not limited to 2 Code of Federal Regulations 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards), as applicable. Contractor acknowledges the City must comply with the sub-recipient monitoring requirements of 2 CFR 200.331 and at the request of the City agrees to provide such additional information and documentation to the City as required to comply with such requirements. The Contractor also acknowledges that payments of ARP Act funds are subject to the following requirements in the Uniform Guidance (2 C.F.R. Part 200): 2 C.F.R. § 200.303 regarding internal controls, 2 C.F.R. §§ 200.330 through 200.332 regarding sub-recipient monitoring and management, and subpart F regarding audit requirements.