

COMMUNITY PARTNERSHIP MINI GRANT AGREEMENT
Fiscal Year 2018-2019

THIS AGREEMENT (hereinafter the "Agreement") is entered into this 1st day of October 2018, between the City of Hallandale Beach, a municipal corporation of the State of Florida (hereinafter referred to as the "CITY/GRANTOR") and the School Board of Broward County, Florida as operator of Gulfstream Early Learning Center, a Florida not for profit corporation (hereinafter referred to as the "GRANTEE").

WHEREAS, The City of Hallandale Beach (CITY) through the 2018-2019 Fiscal Year Budget has grant funds to support Community Partnership Mini Grant programs and services that will benefit the residents of Hallandale Beach; and

WHEREAS, the intent of this funding is to allocate resources to qualified nonprofit organizations that support meaningful community programs, service learning opportunities and political subdivisions of the State of Florida.

NOW, THEREFORE, in consideration of the mutual covenants and obligations herein set forth, the parties understand and agree as follows:

1. Program Description/Deliverables and Project Execution

The City of Hallandale Beach hereby grants to GRANTEE a Community Partnership Mini-Grant in an amount not to exceed **\$3,600** in consideration of and on condition that the sum be expended in carrying out the purpose as set forth in the funding request and under the terms and conditions set forth in this Agreement. GRANTEE agrees to assume any obligation to furnish any additional funds that may be necessary to complete the project. **Funding shall be used to benefit the residents of the City of Hallandale Beach.**

GRANTEE shall use funding for services as described in this Agreement. GRANTEE agrees to submit in writing, any deviation from the attached Mini Grant Application to the CITY for approval prior to the implementation of changes.

The term of this Agreement shall commence on October 1, 2018, or the date it is fully executed by both parties (whichever is later) and shall end no later than September 30, 2019.

2. Payment and Reporting

Grantee will be issued a one-time advance payment for the program. An Advance Payment Request Form (EXHIBIT C) is required at which time funding will be disbursed. Grantees are required to submit a Mid-Year Report (EXHIBIT D), which is due April 10th, 2019, and Final Report (EXHIBIT E), due October 30th, 2019. If GRANTEE's program is completed prior to the full fiscal year and all grant funds have been disbursed, a Final Report is due thirty (30) days after completion of the project. Also to include an expense report of funds that was disbursed.

The CITY reserves the right to require reports more frequently than stated above if necessary, but no more than once a month.

3. Project Withdrawal

If GRANTEE wishes to withdraw a Project, GRANTEE shall notify the CITY of this right pursuant to the Notices provision below.

In the event an approved project cannot be completed, and if Grant Amount was advanced, those funds, plus any accrued interest, must be returned to the CITY.

4. Documentation and Recordkeeping

GRANTEE shall maintain all records related to performance of this agreement and agrees to maintain satisfactory financial accounts, documents and records for the Project. Such records shall be available for a period of three years from the date of receipt of final payment under the Agreement, for inspection and audit by representatives of the CITY, at any reasonable time and place. If audit findings have not been resolved, the records must be retained beyond the three-year period as long as required for the resolution of the issue raised by the audit.

5. Promotion of Program Services

GRANTEE agrees to promote the CITY if applicable when marketing, website, media opportunities, etc. The GRANTEE further agrees to assist the CITY in making a strong case for Community partnerships by providing timely, accurate data and reporting as requested regarding social service needs.

6. Termination

This Agreement shall be terminated upon the occurrence of:

- (1) Breach of this Agreement by the GRANTEE;
- (2) Written notice from the CITY to the GRANTEE to terminate the services under this Agreement, which notice may be given in the sole discretion of the CITY with or without cause; or
- (3) Upon receipt by CITY of written notice from the GRANTEE of GRANTEE'S intent to terminate this Agreement; or
- (4) Failure to maintain 501(c) (3) status.

Notice of termination shall be provided in accordance with the "NOTICES" section of this Agreement except that notice of termination by the City Manager, which the City Manager deems necessary to protect the public health, safety, or welfare may be verbal notice that shall be promptly confirmed in writing in accordance with the "NOTICES" section of this Agreement.

7. Assignment

Neither this Agreement nor any right or obligation provided for by this Agreement shall be assigned by the GRANTEE without the consent of the CITY.

8. Charitable Purpose

Activities under this Agreement will not be used for the purpose of profit.

9. Obligations of Grantee

The GRANTEE shall carry out the services and activities described in this Grant Agreement. The Grant Application and any subsequent changes or additions approved in writing by the CITY is hereby incorporated in this Agreement as though set forth in full in this Agreement. This Agreement may only be amended upon the written agreement of both the CITY and the GRANTEE.

10. Governing Laws

This Agreement shall be governed by the laws of State of Florida and of Broward County, Florida. Any action for breach, enforcement, interpretation, or arising out this Agreement shall be brought only in the Circuit Court of the Seventeenth Judicial Circuit in and for Broward County, and the parties agree to submit to the jurisdiction of that Court.

11. Insurance

At all times during the term hereof, the GRANTEE shall maintain General Liability Insurance acceptable to the CITY. Prior to commencing any activity under this Agreement, the GRANTEE shall furnish to the CITY original certificates of insurance indicating that the GRANTEE is in compliance with the provisions of this Agreement.

1. The GRANTEE shall also provide Worker's Compensation Insurance as required by the laws of the State of Florida.
2. Indemnification

Each party assumes responsibility for the negligence of its own respective employees, appointees, or agents; and, in the event of any claims for damages or lawsuits for any remedy, each party will defend its own respective employees, appointees, or agents. To the fullest extent permitted by law, the GRANTEE agrees to indemnify and hold-harmless the CITY, its officers and employees from any claims, liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney fees to the extent caused, in whole or in part, of the GRANTEE or persons employed or utilized by the GRANTEE in performance of the Agreement.

12. Notices

All notices provided for or required under this Agreement shall be made by certified mail, return receipt requested to the addresses set forth below:

City of Hallandale Beach:
City Manager
400 S. Federal Highway
Hallandale Beach, FL 33009

With Copy to:
Human Services Department
Attn: Community Partnership Grants
1000 N.W. 8th Avenue
Hallandale Beach, FL 33009

Grantee:

School Board of Broward County, Florida
Superintendent of Schools
600 SE Third Avenue
Fort Lauderdale, FL 33301

Christine Moss
Gulfstream Early Learning Center
120 SW 4th Ave
Hallandale Beach, FL 33009

13. Contingencies

Both the CITY and the GRANTEE recognize that there exists the possibility of contingent events which may adversely impact the GRANTEE'S ability to provide services as provided for under this and other agreements with other GRANTEES, including without limitation, the failure of contributors to remit funds pledged. In the event that any such contingencies should develop or occur, the CITY shall have the right to reduce the amount of funds, suspend the services until conditions change or terminate this agreement and be relieved of its obligation to deliver according to this agreement.

14. Compliance

Grantee shall comply with all applicable federal, state, and local laws, codes, ordinances, rules, and regulations in performing its duties, responsibilities, and obligations pursuant to this Agreement.

15. Representation of Authority

Each individual executing this Agreement on behalf of a party hereto hereby represents and warrants that he or she is, on the date he or she signs this Agreement, duly authorized by all necessary and appropriate action to execute this Agreement on behalf of such party and does so with full legal authority.

16. Multiple Originals

Multiple copies of this Agreement may be executed by all parties, each of which, bearing original signatures, shall have the force and effect of an original document.

[Execution on Next Page]

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the respective dates under each signature: CITY OF HALLANDALE BEACH through its authorization to execute same by City Commission action on the 27th day of August 2018, and Gulfstream Early Learning Center, signing by and through its Executive Director duly authorized to execute same.

CITY

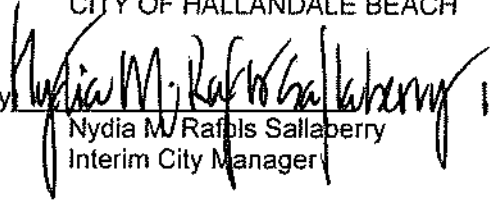
ATTEST



Jenorger Guillen
City Clerk

CITY OF HALLANDALE BEACH

By



Nydia M Rapis Sallaberry
Interim City Manager

12/04/18

Approved as to legal sufficiency and form by
CITY ATTORNEY



Jennifer Merino
City Attorney

(Corporate Seal)

ACCEPTED BY:

THE SCHOOL BOARD OF BROWARD
COUNTY, FLORIDA

By _____
Heather P. Brinkworth, Chair

ATTEST:

Robert W. Runcie, Superintendent of Schools

Approved as to Form and Legal Content:

Kathelyn Jacques-Adams

Digitally signed by Kathelyn Jacques-Adams, Esq. -
kathelyn.jacques-adams@gbrowardschools.com
Reason: City of Hallendale Beach, Florida - GRANT
Date: 2018.12.11 14:04:21 -05'00'

Office of the General Counsel

EXHIBIT A
WORK PLAN/SCOPE OF WORK

Agency Name: Gulfstream Early Learning Center

Program Name: City of Hallandale Beach Safety Town

I. Program Intent

The intent of this project is to reduce the number of unintentional injuries and deaths to children in the City of Hallandale Beach by providing safety education. The City of Hallandale Beach Safety Town program will be established at Gulfstream Early Childhood Center of Excellence located at 120 SW 4th Avenue in the city of Hallandale Beach and will serve 80 resident families (whose children are served in the early childhood program on site) in the first year. Additionally, the site will be open for private and home care providers (currently 25 private/home site in the City of Hallandale Beach) to schedule field trips at no cost with a target of reaching at least 80 additional resident families. Monthly evening safety training sessions will be provided to residents who attend Welcome Wednesday community involvement/open campus events.

The City of Hallandale Beach Safety Town project will provide developmentally appropriate, hands-on safety training to 3-5 year old children who attend public and private or home child care in the City of Hallandale Beach in order to improve safety practices of children and families in the areas of pedestrian safety, bicycle safety, animal safety, water safety, fire safety, home safety, personal safety, gun safety, poison/drug safety, railway safety and more.

A. Target populations: Gulfstream Early Learning Center will serves 3-5 year old children and families who are residents of Hallandale Beach.

B. Method of Service Delivery (Mandatory Components)

Service Name and Description	Method of Service Delivery	# of Participants to Be Served
Pedestrian Safety	Deliver curriculum information via interactive small group session at Safety Town mock crosswalk and streets.	160 Children and families
Bicycle Safety	Deliver curriculum information via interactive small group session at Safety Town mock crosswalk and streets.	
Animal Safety	Deliver curriculum information via interactive small group session at Safety Town mock veterinarian.	
Water Safety (Canal, Beach, Pool)	Deliver curriculum information via interactive small group session at Safety Town mock canal, beach, and pool.	
Fire Safety	Deliver curriculum information via interactive small group session at Safety Town mock Fire Department and mock Residential Home.	
Home Safety	Deliver curriculum information via interactive small group session at Safety Town mock Residential Home and Apartment.	
Personal Safety	Deliver curriculum information via interactive small group session at Safety Town mock Police Station.	
Gun Safety	Deliver curriculum information via interactive small group session at Safety Town mock Police Station.	
Poisson/Drug Safety	Deliver curriculum information via interactive small group session at Safety Town mock Hospital/Doctors Office.	
Railway Safety	Deliver curriculum information via interactive small group session at Safety Town mock railway track and streets.	

C. Service Locations:

The GRANTEE shall provide program services at the following location(s):

Site	Street Address	City	Zip Code
Gulfstream Early Learning Center	120 SW 4 th Avenue	Hallandale Beach	33009

D. Dates/Days/Hours of Operation: The GRANTEE shall operate the program from October 1, 2018, through September 30, 2019. Daily hours of operation shall be as follows:

	Mon	Tue	Wed	Thu	Fri
Start time		8:00		8:00	
End time		4:00		4:00	

Additionally, special program activities and events may take place on evenings and Saturdays as needed. The GRANTEE agrees to notify the City within three (3) days in the event of changes to service locations and/or hours of operation.

E. Staffing Chart: Staff positions and duties shall be as follows:

Position	Primary Duties
Site Administrator Safety Town Project Coordinator	Provide communication and program advertisement to all public, private and home childcare providers in city; Develop and schedule training for providers on Safety Town curriculum; Schedule and welcome all field trips by private/home providers to site and report on all grant outcomes.
School Resource Officer-COHB	Provide professional development, support and assistance to implement the curriculum and training program; Work with Community partnerships to provide implementation feedback.
Fire Inspector-COHB	Provide professional development, support and assistance to implement the curriculum and training program.

F. Partnership Recognition

The GRANTEE shall make a concerted effort to promote the CITY and the GRANTEE as partners for these program services. Program staff shall be fully aware of the partnership and able to articulate that their program is supported and funded by the CITY.

G. File Management

Documentation: The GRANTEE will maintain all appropriate supporting documentation to demonstrate they satisfied the requirements for delivering services as it is defined and paid for during the contract period.

Statistical Demographic Report: The GRANTEE agrees to maintain complete and accurate data and support data quality assurance mechanisms. Failure to implement these measures may impact future funding.

H. Method of Payment

1. CITY agrees to pay GRANTEE the total amount of **\$3,600** for work actually performed and completed pursuant to this Agreement, which amount shall be accepted by GRANTEE as full compensation for all such work. It is acknowledged and agreed by GRANTEE that this amount is the maximum payable and constitutes a limitation upon the CITY's obligation to compensate GRANTEE for its services related to this Agreement. This maximum amount, however, does not constitute a limitation, of any sort, upon the GRANTEE's obligation to perform all items of work required by or which can be reasonably inferred from the Scope of Services.

2. Payment shall be due within thirty (30) days of date stipulated on the invoice, provided invoice is accepted for payment. Payment shall be made only for approved invoices. The CITY retains the right to delay or withhold payment for services which have not been accepted by the CITY.

3. Notwithstanding any provision of this Agreement to the contrary, CITY may withhold, in whole or in part, payment to the extent necessary to protect itself from loss on account of inadequate work which has not been remedied or resolved in a manner satisfactory to the City's Contract Administrator or failure to comply with this Agreement. The amount withheld shall not be subject to payment of interest by CITY.

I. Work Plan

Work Task	Start-Up Date	Date of Completion
Develop curriculum and provider training, order equipment	10/01/2018	11/15/2018
Set up physical site	11/15/2018	01/01/2019
Program advertisement, produce training materials	11/15/2018	01/01/2019
Conduct Safety Town Training with Childcare Providers	01/01/2019	09/01/2019
Conduct Safety Town Training with students	01/01/2019	09/01/2019
Provider, participant, parent feedback	01/01/2019	09/01/2019
Program Evaluation and Grant Closeout	09/01/2019	09/30/2019

J. Performance Measures

The GRANTEE shall report individual outcome measurement results. Upon CITY request, GRANTEE shall also report in narrative form, the reasons for dropping-out and failures to achieve the outcomes, as well as, describing any factors that effected outcome achievement or measurement. The GRANTEE shall be responsible for purchasing and including in program budgets outcome tools applicable to their programs.

Performance Measures Gulfstream Early Childhood Center of Excellence October 1, 2018 - September 30, 2019			
How Much Did We Do?			
Performance Measure	Target Goal	Evaluation Tool	Administration Schedule
# of Hallandale Beach students served	160	Client Data Tracking sheet	Analyzed on a Semi-Annual Schedule
How Well Did We Do It?			
Contract utilization	95%	Mid-Year and Final Report	Analyzed on a Semi-Annual Schedule
Program Services Monitoring	On Track	Site Visit Observation, Mid-Year and Final Report	Analyzed on a Quarterly Schedule
Is Anyone Better Off?			
% of students who increased their knowledge and skills in safety	85%	Pre- and Post-testing	Analyzed on a Monthly Schedule
% of students satisfaction with the services provided	85%	Client Satisfaction Survey	Analyzed on a Monthly Schedule

EXHIBIT B – BUDGET

FY 2018-2019

Item	Amount Requested	Other/In-Kind Funding	Justification
Personnel	\$0.00	\$5,000.00	Cost of approximately \$5,000.00 in the form of in-kind funding for the Safety Town Project Coordinator, School Resource Officer, and Fire Safety Inspector to develop, implement, and provide trainings to the target audience for the Safety Town project.
Consultants	\$0.00	\$5,000.00	Cost of approximately \$5,000.00 in the form of in-kind funding for graphic and artistic support, content and curriculum development support, Information Technology support, and Instructional support.
Supplies	\$2,600.00	\$0.00	Cost of \$2,600.00 for materials to custom design, paint, and/or decal Safety Town Props. Reduced budget will facilitate single panels representing safety town buildings for the lessons.
Other/Specify: Printing Services/Facilities Maintenance Budget	\$1,000.00	\$0.00	Cost of \$1,000.00 for printing and binding of advertisements, testing materials, give-a-ways, and informational packets to be provided to the participants.
TOTAL Requests	\$3,600.00	\$10,000.00	\$13,600.00 - Minimum amount necessary to develop Safety Town physical site, curriculum, provide training and field trip experience to 160 pre-kindergarten children and families of Hallandale Beach.

Exhibit C- ADVANCE PAYMENT REQUEST

FY 2018-2019

Organization:	
Project Name:	

a. Grant Amount	\$	
b. Funds Received to Date	\$	
c. Available Grant Amount (a minus b)	\$	
d. Amount Requested	\$	
e. Balance of Funds available for this Agreement Amount requested (c minus d)	\$	
<p>Justification for Requested Amount. NOTE: Must be in compliance with program budget line items (e.g., method of calculation for salaries, consultants, supplies, etc.):</p> 		
Signature:		
Print Name:	Date	

FOR CITY USE ONLY	
Staff Review and Date	
PAYMENT APPROVAL SIGNATURE	DATE

EXHIBIT D - MID YEAR REPORT

Date Report Due: April 10, 2019

FY 2018-2019

Project Name:			
Organization Name:			
Person Preparing the Report/ Job Title		Phone #	() -
Project Start Date:		Total residents served (provide supportive documents:	
Project End Date:			

In a paragraph, please share the success you have seen as a result of your grant. Include hard data such as scores, grades, surveys and soft data like anecdotes and quotes.

Any other comments or concerns.

Mini-Grant Budget

Please include how the grant funds have been expended to this point on the following spreadsheet.

Project Cost	Budget Allocation	Funds Expended to date	Funds Remaining	%
SUPPLIES				
OTHER/ SPECIFY				

I certify that the information contained in this Mid-Year Report and Attachments are true and correct to the best of my knowledge.

Signature of Authorized Representative

Date

EXHIBIT E - FINAL REPORT

FY 2018-2019

Date Report Due: October 10, 2019

The Final Report is an opportunity for you to inform the City about the important work you do, and it is a valuable tool for the City to use in assessing the success of the project and future funding considerations for your organization. Please complete the report and submit to the City within thirty days of completion of your project.

Organization:

Date Final Report Submitted: _____

1. Complete the chart below:

A. Project Information:

Project Name:		
Organization Name:		
Person Preparing the Report/ Job Title		Phone # () -
Project Start Date:	Total residents served (provide supportive documents):	
Number of participants served during this period _____	Hallandale Beach Residents _____	Non- Hallandale Beach Residents _____

B. Project Cost:

Total Project Cost	Funds Expended to Date	Percentage
City Funding	\$	%
Other Funding	\$	%
(specify source)		

EXHIBIT E - FINAL REPORT (Continued)

2. Please provide the information requested below on Agency letterhead. All information must be submitted typed using an 11pt font.

- i. The actual number of individuals served by the City grant award. (Provide back-up to support number of individuals served; i.e. copies of sign-in sheets, call logs, etc.)
- ii. List the specific activities used to accomplish the project goals and objectives. In the case of classes, workshops, performances, and the like, indicate the number, frequency, duration, and number of participants. Example: A total of six workshops took place on a monthly basis with each workshop lasting two hours. Ten individuals attended each workshop. (Provide copies of participant attendance logs.)
- iii. List the evaluation methods used to determine the extent to which objectives and goals were met. Provide copies of evaluation tools, such as surveys or tests, when possible. If no evaluation tool is used, please indicate such.
- iv. Indicate how you publicly recognized The City of Hallandale Beach. For example, brochures, program booklet, in annual report, press release, web site. Provide copies of all collateral materials and copies of any media coverage the project has received.
- v. Describe unexpected challenges or opportunities you encountered, if any. You may want to explain why you were unsuccessful at some levels of services. You are also encouraged to share your success stories.
- vi. Please also submit the following financial information:
 - a. Accounting of actual expenses using the Final Expenditure Report Form provided.
 - b. Copies of all expenditures to include receipts, payroll, etc.
- vii. Submit an overall Project Summary.
- viii. The Final Report must be signed by the Authorized Representative.

EXHIBIT E - FINAL REPORT (Continued) - FINAL EXPENDITURE REPORT FORM

Project Name:			
Organization Name:			
Budget Category	Budget Allocation	Funds Expended to Date	% of Funds
SUPPLIES			
OTHER/SPECIFY			
Total Grant Dollars Expended			

REMEMBER TO ATTACH ALL EXPENDITURE RECEIPTS RELATED TO GRANT FUNDS PROVIDED BY THE CITY OF HALLANDALE BEACH.

I certify that the information contained in this Final Report, including Budget and Attachments are true and correct to the best of my knowledge.

Signature of Authorized Representative

Date

Thank you in advance for your Final Report. Submit the Final Report to:

Community Partnership Grants
1000 NW 8th Avenue
Hallandale Beach, FL 33009