

CITY OF HALLANDALE BEACH, FLORIDA

**COMMUNITY PARTNERSHIP GRANT
FY 2014**

COMMUNITY PARTNERSHIP PROGRAMS AGREEMENT

THIS AGREEMENT (hereinafter the "Agreement") is entered into this 1st day of October 2013, 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**, political subdivision of the State of Florida.(hereinafter referred to as the "GRANTEE").

FUNDING SOURCE: City of Hallandale Beach
FUNDING TYPE: General
AMOUNT: \$ 40,000.00
TERM OF THE AGREEMENT: October 1, 2013 through September 30, 2014
CONTRACT NUMBER (to be completed by the City): CPG 14- (05) - 2014

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

WHEREAS, The City of Hallandale Beach (City/Grantor) through the 2013-2014 Fiscal Year Budget has grant funds to support Community Partnership programs and services that will benefit the residents of Hallandale Beach; and

WHEREAS, the intent of this funding is to allocate resources to qualified non-profit organizations and publicly funded entities that provide community service programs, training opportunities and core educational services.

NOW, THEREFORE, the parties hereby agree as follows:

1. Program Description/Deliverables and Project Execution

GRANTEE shall use funding for Hallandale High School, to provide a Saturday Academic Success Camp for students at Hallandale High School as detailed in Exhibit A "Workplan", Exhibit B "Budget "and Exhibit C " Project Description. GRANTEE agrees to submit in writing, any deviation from the program as described in the exhibits attached to this Agreement for approval by the City prior to the implementation of changes.

The City of Hallandale Beach hereby grants to the GRANTEE a Community Partnership Grant in an amount not to exceed \$ \$40,000.00 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 for Hallandale Beach residents. Grantee agrees to assume any obligation to furnish any additional funds that may be necessary to complete the project.

2. Payment Request and Reporting Schedule

GRANTEE ensures that the Agreement requirements are met through completion of a Monthly Report (Exhibit D), Payment Request (Exhibit E) and a Final Report (Exhibit F) adhering to the following schedule:

<u>Report Number</u>	<u>Month</u>	<u>Date Due to City</u>
1	October Advance Request*	October 10
2	November Advance Request*	October 10
3	October Reports	November 10
4	November Reports	December 10
5	December Reports	January 10
6	January Reports	February 10
7	February Reports	March 10
8	March Reports	April 10
9	April Reports	May 10
10	May Reports	June 10
11	June Reports	July 10
12	July Reports	August 10
13	August Reports	September 10
14	September (Final Report)	October 10

If the Grantee's project is completed prior to the full fiscal year and all grant funds have been disbursed, a Final Report is due by the 10th of the next month after completion of the project. The CITY reserves the right to require reports more frequently than stated if necessary, but no more than once a month.

Reports are due on the 10th of each month. Reports not received by the 10th of the month will be paid the next month. Failure to submit a report when due will result in nonpayment for the month in which the report was due, payment will be paid the following month.

3. Funding and Disbursement Requirements

- 3.1. The amount of compensation payable by the CITY to the GRANTEE shall be based on the Units of Services rate (if applicable), Payment Schedule and conditions hereto incorporated into the Agreement.
- 3.2. The GRANTEE will provide units of deliverables, including various client services, and in some cases may include reports, findings and drafts as specified in this Agreement, which the CITY must receive and accept in writing prior to payment.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

4. Records, Documentation and Recordkeeping

The GRANTEE shall establish and maintain sufficient records to enable the CITY to determine whether the GRANTEE has met the requirements of the Community Partnership Grant Agreement.

- 4.1. GRANTEE shall maintain all records related to performance of this Agreement and agrees to maintain satisfactory financial accounts; including all but not limited to, supporting financial and other documentation to substantiate with the Unit of Services reimbursement. The grantee shall also maintain client demographic records, signed registration forms, attendance logs, description of activities or services (including location, date and time/s), other related 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.
- 4.2. Failure of Grantee to provide supporting documentation is considered a Breach of this Agreement; subject to termination set forth in Section 9.

5. Financial Accountability, Consequences and Recapture of Funds

The CITY reserves the right to audit the records of the GRANTEE at any time during the performance of this Agreement and for a period of three years after its expiration/termination.

- 5.1. The CITY reserves the right to apply financial consequences or recapture funds in the event that the GRANTEE shall fail: (1) meet the minimum level of service or performance identified in the Agreement, (2) to comply with the terms of this Agreement, or (3) to accept conditions imposed by the CITY.
- 5.2. Financial consequences may include but are not limited to contract suspension, withholding payments until deficiency is cured, tendering only partial payment, refusing payment and/or cancellation of the Agreement.

6. Dispute Resolution

Any dispute concerning performance of the Agreement will be decided by the Community Partnership Grants Committee, who will reduce the decision to writing and serve a copy to the GRANTEE.

7. 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 approval project is not completed and payment have been disbursed or advance, said funds plus accrued interest must be returned/ refunded to the City.

8. Promotion of Program Services

GRANTEE agrees to promote the CITY 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 of the CITY.

9. Termination

This Agreement shall be terminated upon the occurrence of:

- (1) Breach of this Agreement by the GRANTEE.
- (2) GRANTEE'S failure to maintain 170 (c) (1) status.
- (3) GRANTEE'S failure to abide by local, state and federal laws.
- (4) Written notice from the CITY to the GRANTEE to terminate the services under the Agreement; termination by the CITY may be for convenience.
- (5) Written notice by the GRANTEE to the CITY of GRANTEE'S intent to terminate the Agreement.

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.

10. Assignment

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

11. Charitable Purpose

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

12. Obligations of GRANTEE

The Grantee shall carry out the services and activities described in the Work Plan, which is attached as Exhibit A. The Grant Application, Work Plan, Grant Guidelines and any subsequent change or addition 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.

GRANTEE acknowledges to have read and understands the contents of the Grant Guidelines and will act in accordance with these guidelines and procedures as a condition of acceptance of the funding.

13. Governing Laws and Compliance

The 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.

1. Federal Law

The GRANTEE agrees to comply with all federal laws, including but not limited to:

- 13.2. Executive Order 11246, Equal Employment Opportunity, as amended by Executive Order 11375 and others, and as supplemented in the Department of Labor regulations.
- 13.3. The GRANTEE will not employ an unauthorized Alien. Such violation will be cause for termination of the Agreement.
- 13.4. The GRANTEE is a non-profit provider and is subject to the Internal Revenue Services (IRS) tax exempt organization reporting requirements (filing of a 990 or Form 990-N).

2. State Law

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. The parties waive trial by jury.

If any provision of the Agreement is held unenforceable, then such provision will be modified to reflect the parties' intention. All remaining provisions of this Agreement shall remain in full force and effect.

14. 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 an original Certificate of Insurance indicating that the GRANTEE is in compliance with the provisions of this Agreement.

- 14.1. The GRANTEE shall also provide Worker's Compensation Insurance as required by the laws of the State of Florida if employing an individual.

14.2 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. Nothing herein shall be construed as a waiver by either party of sovereign immunity or of any rights or limits to liability existing under Section 768.28, Florida Statutes.

15. 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:

Nydia, Rafols-Sallabery
Acting City Manager
400 S. Federal Highway
Hallandale Beach, FL 33009

With Copy to:

Marian McCann-Colliee
Director
Attn: Community Partnership Grants Program
750 NW 8th Avenue
Hallandale Beach, FL 33009

GRANTEE:

Superintendent of Schools
The School Board of Broward County, Florida
600 SE 3rd Avenue
Fort Lauderdale, Florida 33301

With Copy To:

Hallandale High School
Attn: Principal
720 NW 9th Avenue
Hallandale Beach, Florida 33009

16. Contingencies

Both 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 GRANTEE'S, 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.

17. 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.

18. 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.

19. Exhibits

Exhibits A, B, C, D, E, F, G, H, I and J are incorporated herein and made a part here by reference.

20. Background Screening

The City of Hallandale Beach agrees to comply with all requirements of Sections 1012.32 and 1012.465, Florida Statutes, and all of its personnel who (1) are to be permitted access to school grounds when students are present, (2) will have direct contact with students, or (3) have access or control of school funds, will successfully complete the background screening required by the referenced statutes and meet the standards established by the statutes. This background screening will be conducted by SBBC in advance of City of Hallandale Beach or its personnel providing any services under the conditions described in the previous sentence. The City of Hallandale Beach shall bear the cost of acquiring the background screening required by Section 1012.32, Florida Statutes, and any fee imposed by the Florida Department of Law Enforcement to maintain the fingerprints provided with respect to City of Hallandale Beach and its personnel.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed by their respective officials thereunto duly authorized on the date above written. CITY OF HALLANDALE BEACH through its authorization to execute same by Commission action on the _____, day of _____, 2013 and _____, signing by and through its _____ duly authorized to execute same.

CITY

ATTEST:

CITY OF HALLANDALE BEACH

Sheena James
CITY CLERK

By _____ Date: _____
Nydia, Rafols-Sallabery,
ACTING CITY MANAGER

Approved as to legal sufficiency and form by
CITY ATTORNEY

V. Lynn Whitfield
CITY ATTORNEY

[EXECUTION CONTINUED ON NEXT PAGE]

GRANTEE MUST EXECUTE THIS AGREEMENT AS INDICATED BELOW.

GRANTEE/FOR SBBC

(Corporate Seal)

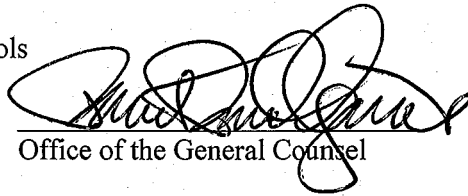
THE SCHOOL BOARD OF BROWARD
COUNTY, FLORIDA

By: _____
Laurie Rich-Levinson, Chair

ATTEST:

Approved as to Form and Legal Content:

Robert W. Runcie, Superintendent of Schools


Office of the General Counsel

____ Day of _____, 20____.

**CITY OF HALLANDALE BEACH
COMMUNITY PARTNERSHIP GRANT**

**Exhibit A
FY 2014**

**Work Plan/Project Schedule
(Deliverables)**

Work Task	Start-Up Date	Date of Completion	Funds Required
<p>1. Development process of Saturday Success Camp.</p> <ul style="list-style-type: none"> • Review grant proposal to refresh key information and partners plans. • Inform school day teachers and guidance counselors about program. 	08/13/2013	08/24/2013	
2. Notify Stakeholders of award.	08/24/2013	08/31/2013	
<p>3. Marketing</p> <ul style="list-style-type: none"> • Market program with flyers (church, radio and newspapers). • Distribute flyer to parents. • Solicit support from PTA and SAC members. 	08/23/2013	04/23/2014	
4. Recruitment of students	08/21/2013	08/30/2013	

<p>5. Advertising</p> <ul style="list-style-type: none"> • Advertise for and employ Saturday Academic Success Camp teachers and identify site coordinators. • Hold meeting with teachers and support staff. • Finalize Saturday Academic Success curriculum. • Train teachers and support staff about grant expectations and academic transportation. • Finalize transportation. 	08/21/2013	09/06/2013	
<p>6. Implementation of the Program.</p> <ul style="list-style-type: none"> • Reporting Inventory • Pre-Survey • Monitor students' progress within the program to ensure academic success (BAT data, Fair Testing, Writing Assessment along with EOC practice exams). • Compile students' data and make all necessary adjustments to the program. • Compile weekly attendance sheets. • Examine budget expenditures to ensure spending and program 	09/08/2013	04/13/2014	40,000

activities are aligned with grant and on schedule.			
7. Total Project Completion			40,000

The table below lists the main work tasks and deliverables required to complete project objectives in order to meet the requirement of the agreement.

**CITY OF HALLANDALE BEACH
COMMUNITY PARTNERSHIP GRANT**

**Exhibit B
FY 2014**

BUDGET

Expense Item	Amount Requested	Other Funding	In-kind Funding	Justification
Personnel Cost	32,000			Salaries (Teachers, support staff & drivers)
Supplies	500			Materials
Travel	500			Transportation
Facility Rental/Fees	500			SAT/ACT/PSAT Fees
Other	6,000			Food/Refreshments/ Parents/Teachers & Students Incentives.
Printing	500			Printing of flyers and activities assignments documents.
TOTAL Requests				TOTAL BUDGET: \$40,000

**CITY OF HALLANDALE BEACH
COMMUNITY PARTNERSHIP GRANT**

**Exhibit C
FY 2014**

PROGRAM DESCRIPTION

Academic/Tutorial Programs:

The Hallandale "Saturday Academic Success Camp" will enable our at risk, low performing students to improve their reading, mathematics, science and writing skills through implementation of research-based strategies, computerized assistive software, certified instructors and peer tutoring. It will also provide the well-needed support to student athletes in a 45 minutes study skill tutorial and homework help session after school.

The fact that most of our students are not proficient in Reading, Math, and Science, funding is necessary to provide students with the ongoing enrichment and reinforcement. State policies and mandates are forcing schools to face standardized tests in most academic areas. Therefore, opportunities for preparation can be achieved through this grant. Services provided to students will increase the graduation rate, school grade, and add more literate productive citizen into the community itself.

The budget cuts over the last few years, has led to elimination of tutorial and remediation programs at Hallandale High School. Over the last two years, we served over 500 students through our before/after school program. Saturday tutorials and summer enrichment/college bound programs. We will serve Hallandale High School students, as well as, feeder middle schools through the Science Technology Engineer and Math (STEM) Program (summer program designed to assist 8th graders with a smooth transition into high school) in the above disciplines. In addition to FCAT scores and technical programs, advanced placement (AP) scores will be one of the categories along with Industry Certification that will determine school grades. Based on Senate bill 1908, or school will evaluated on how many students pass "AP" exams, which are national advanced norm-reference tests. These tests are not only challenging in nature, but our students get compared to students across the nation on their performance. Many of these students across the nation, who will be compared to our students, tend to have more resources and academic support at home than our students. Our Saturday Success Camp offers AP Tutorials to better prepare the students for "AP" exams equalizing the playing field. We have seen an increase in our ELL/ESE student sin the school over the past five years. Because of State mandates for these students, we need to be able to provide effective programs for them improving their writing performance as well. With this alternative method, we will be able to increase their performance in writing. These students will need more individualized instruction, which they will not otherwise receive in the upcoming school schedule of the 50 minutes of instructional time allotted. Out students need intensive skill standardize test

deadline. Saturday instruction proposes a comprehensive program developed for our special population of students.

In addition to academic success, the program will strive to increase the graduation and retention rates. Last year through the financial contribution from the City of Hallandale, we ranked # 1 with the highest graduation rate among African American students. The vision of the administration at Hallandale High School is to provide the best opportunity to increase academic support through an extended day programs, Saturday and summer.

The second phase of the program will allow students interested in the Fine Arts & Performing Arts to attend practice and tutorial sessions in band and drama. 100% of the students involved in the Band and Performing Arts program are accepted into college. We will also continue to solicit business partners and develop ongoing relationships with various organizations such as the Food Banks, Hallandale Beach Clean Up projects, Hallandale Cultural Arts Center, Work Force One, Hospitals, elementary and middle school.

Parent University (training & workshops):

According to research by Joyce Epstein (School & Family Connections: Theory, Research & Implication for Sociologies of Education & Family) heightened parent involvement increases student achievement amongst K-12 learners. Additionally, parent's involvement is linked with a variety of student cognitive & affective outcomes.

Funding for the 2013-2014, school year will allow us to improve our home-school partnership and provide the necessary resources to our parents and families of Hallandale High School community. Our aim is to provide a comprehensive approach to reaching our families, with our focus being on trainings and workshops to educate parents about educational issues that impact their child's success or educational well-being. All sessions will come in the form of seminars, workshops, training/tutorials, parent literacy nights, and various special meetings. These sessions are important to help foster home and school relationships and teach parents ways to best assist their children. Through the grant, we intend to reach more than 500 families each year. This service will be free as a result of the grant and the community will benefit by creating productive, skilled individuals that are ready to seek and obtain employment. Work Force One, local businesses, along with funds from YMCA/Children Services Council will provide funds and services to enhance this project.

Technology:

Wireless Computer Lab: Creating a mobile "Computer Lab on Wheels" will allow more students the ability to utilize technology in the regular classroom, rather than just a computer lab. The inception of computer based assessments (reading, math, science) students' is required to be exposed to several hours of computer practice. In addition, our students must be able to keep up with the advances in technology.

Student and Parent Incentives:

Incentives will be provided to students with perfect attendance, students showing academic improvement in academics (FCAT), End of Course Exam (EOC), Industry Certification, and Performing & Fine Arts. We provide incentives, treats and meals to 1213 students and more than 500 families each year. Broward County school board does not allow for the purchase of gifts or food items for students or parents. The grant will allow us to provide meals, snack and incentives to families when they attend workshops, training sessions, tutorials and support programs. In the past, we provided bicycles, IPODS, computer software, gift cards and electronic devices to students and their families each time they participate in school-based events. Parent attending 80% of more school-based events are also rewarded and recognized. Volunteers and retired seniors are also recognized through the grant.

**CITY OF HALLANDALE BEACH
COMMUNITY PARTNERSHIP GRANT**

**EXHIBIT D
FY 2014**

MONTHLY PROGRESS REPORT

Reporting Month & Year: _____

Date Report Prepared: _____

A. Project Information:

Agency Name	
Person Preparing the Report	
Job Title	
Signature	
Project Name	
Project Start- Up Date	
Project Completion Date	
Amended Completion Date (if applicable)	

B1. Project Cost

		Funds Expended to Date	Percentage
Total Project	\$	\$	\$
City Funding	\$	\$	\$
Other Funding	\$	\$	\$

B2. Please list other Funding Sources and Amount.

**CITY OF HALLANDALE BEACH
COMMUNITY PARTNERSHIP GRANT**

**EXHIBIT D
FY 2014**

**MONTHLY PROGRESS REPORT
(Continued)**

B3. Percent of Project completed to date: _____ %

B4. Anticipated Changes in Staffing:

1. Office Hours: _____
2. Resignations: _____
3. Part-time or Full time Employee(s):

C1. Brief Project Summary (General scope of work performed during the month. Include list of participants name, sign in sheets, address, date and type of service(s) as a separate Attachment)

C2. Describe specific work tasks & status completed this month:

Work Tasks	Status (i.e. underway, completed)

C3. Describe success or problems encountered with Project:

C4. Identify technical assistance needed.

**CITY OF HALLANDALE BEACH
COMMUNITY PARTNERSHIP GRANT**

**EXHIBIT E
FY 2014**

REQUEST FOR PAYMENT

(PAYMENT REQUEST TO BE SUBMITTED MONTHLY)

Contract Period October 1, 2013 to September 30, 2014

1. Project Name: Saturday Success Camp			
2. Organization : Hallandale High School			
3. Contract Number: CPG 14- (05)-2014			
4. Billing Month/s Covered:			
5. % of Total Grant, Expended thru this Billing:			
6. Cost Categories	Total Expenditures Up to Last Billing	Expenditures This Billing	Total Expenditures To Date
A. Project Costs			
Salary & Fringes			
Consultants			
Supplies			
Other			
Other Project Costs			
B. Grant Amount:			
Funds Received to Date			
Available Grant Amount			
Remaining Balance			

Payment Request Continued on Next Page

<u>7. Units of Services</u> Unit Cost	Activity	Quantity (unit)	Measurement	# Served	Date of Camp	Dollar Value (UC x # Served x M =)
\$ 19.04	Saturday Success Camp	Students	Weekly			\$
\$ 19.04	Saturday Success Camp	Students	Weekly			\$
\$ 19.04	Saturday Success Camp	Students	Weekly			\$
\$ 19.04	Saturday Success Camp	Students	Weekly			\$
Total request						= \$

8. Detail of Request for Payment (Attach copies verifying unit of service, i.e. sign in sheets, registration forms, attendance logs, etc.)			
Vendor Name	Invoice # (If Applicable)	Description of Service	Amount

**CITY OF HALLANDALE BEACH
COMMUNITY PARTNERSHIP GRANT**

**EXHIBIT E
FY 2014**

**REQUEST FOR PAYMENT
(Continued)**

Total Request for Reimbursement \$ _____

9. Certification:

I certify that items 1-6 of this billing are correct and just and are based upon obligation(s) of records for the Project; that the work and services are in accordance with the City's approved Agreement including any amendments thereto; and that the progress of the work and services under the Agreement are satisfactory and are consistent with the amount billed.

Signature and Title of Authorized Official

Date

**CITY OF HALLANDALE BEACH
COMMUNITY PARTNERSHIP GRANT**

**EXHIBIT F
FY 2014**

FINAL REPORT GUIDELINES

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.

Agency Name: _____

Date Final Report Submitted: _____

1. Complete the chart below:

A. Project Information:

Project Name		
Person Preparing the Report/ Job Title		Phone #
Project Start-Up Date		
Number of participants served during this period	Hallandale Beach Residents _____	Non- Hallandale Beach Residents _____
Participant Status to Date	Active: _____	Terminations: _____ Successful: _____
Completion Date:		Total Number Served
Amended Completion Date (if applicable)		

B. Project Cost

Total Project Cost		Funds Expended to Date	Percentage
City Funding	\$	\$	%

**CITY OF HALLANDALE BEACH
COMMUNITY PARTNERSHIP GRANT**

**EXHIBIT F
FY 2014**

**FINAL REPORT
(Continued)**

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

2. 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.)
3. 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)
4. 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.
5. 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.
6. 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.
7. Please also submit the following financial information:
 - a) Accounting of actual expenses using the Final Expenditure Report Form provided.
 - b) Copies of all expenditure to include receipts, payroll, etc.
8. Submit an overall Project Summary (page 3).
9. The Final Report must be signed by the Authorized Representative.

**CITY OF HALLANDALE BEACH
COMMUNITY PARTNERSHIP GRANT**

**EXHIBIT F
FY 2014**

**FINAL REPORT
(Continued)**

PROGRAM SUMMARY

PLEASE PROVIDE AN OVERALL SUMMARY OF THE PROJECT RESULTS/OUTCOMES:

CITY OF HALLANDALE BEACH
COMMUNITY PARTNERSHIP GRANT

EXHIBIT G
FY 2014

SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(A).
FLORIDA STATUTES ON PUBLIC ENTITY CRIME

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to _____

By _____
(print this individual's name and title)

for _____
(print name of entity submitting statements)

whose business address is _____

and if applicable whose Federal Employer Identification Number (FEIN) is _____

If the entity has no FEIN, include the Social Security Number of the individual signing this sworn Statement:

2. I understand that a "public entity crime" as defined in paragraph 287.133(1)(a), Florida Statutes, mean a violation of any state or federal law by a person with respect to and directly related to the transactions of business with any public entity 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 public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes means a finding of guilt or a conviction of a public entity crime, with or without adjudication 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, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in paragraph 287.133(1)(a), Florida Statutes, means:
 1. A predecessor or successor of a person convicted of 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. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let

by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in a relation to the entity submitting this sworn statement. (Please indicate which statement applies).

_____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or any affiliate of the entity has been charged with and convicted of a public entity crime within the past 36 months.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime within the past 36 months. AND (Please indicate which additional statement applies).

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime within the past 36 months. However, there has been a subsequent proceeding before a Hearing Officers of the State of Florida, Division of Administrative Hearings and the Final Order by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attached is a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THE PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED AND FOR THE PERIOD OF THE CONTRACT ENTERED INTO, WHICHEVER PERIOD IS LONGER. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature)

City of _____

STATE OF FLORIDA

Sworn and subscribed before me this _____ day of _____, 20____ by

_____ who is Personally know to me _____

Or who produced identification - _____

(Type of Identification)

(Signature) Notary Public – State of Florida

(Printed, typed or stamped commissioned name of notary public)

My commission expires _____

**CITY OF HALLANDALE BEACH
COMMUNITY PARTNERSHIP GRANT**

**EXHIBIT H
FY 2014**

DRUG-FREE WORKPLACE FORM

The undersigned GRANTEE in accordance with Florida Statute 287.087

Hereby certifies that _____ shall:
(Name of Organization)

1. Publish a statement notifying employees and consultants that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees/consultants for violations of such prohibition.
2. Inform employees and consultants about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Notify the employees or consultants that, as a condition of working on the project or contractual services that are under this Agreement, the employee or consultant will abide by the terms of a Drug Free Work Place and will notify the GRANTEE of any conviction of or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction or a plea.
4. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted or has entered into a plea.
5. Make a good faith effort to continue to maintain a Drug-Free Workplace.

As a person authorized to sign the statement, I certify that this organization complies fully with the above requirements.

DATE:	_____ AGENCY REPRESENTATIVE SIGNATURE
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**CITY OF HALLANDALE BEACH
COMMUNITY PARTNERSHIP GRANT**

**EXHIBIT I
FY 2014**

**NONDISCRIMINATION, EQUAL OPPORTUNITY AND AMERICANS WITH
DISABILITIES ACT FORM**

GRANTEE shall not unlawfully discriminate against any person in its operations and activities in its use or expenditure of funds or any portion of the funds provided by this Agreement and shall course of providing any services funded in whole or in part by CITY, including Titles I and II of the ADA (regarding nondiscrimination on the basis of disability), and all applicable regulations, guidelines and standards.

GRANTEE's decisions regarding the delivery of services under this Agreement shall be made without regard to or consideration of race, age, religion, color, gender, sexual orientation (Broward County Code, Chapter 16 ½), gender identity, gender expression, national origin, marital status, physical or mental disability, political affiliation, or any other factor which cannot be lawfully or appropriately used as a basis for service delivery.

GRANTEE shall comply with Title I of the Americans with Disabilities Act regarding nondiscrimination on the basis of disability in employment and further shall not discriminate against any employee or applicant for employment because of race, age, religion, color, gender, sexual orientation, gender identity, gender expression, national origin, marital status, political affiliation, or physical or mental disability. In addition, GRANTEE shall take affirmative steps to ensure nondiscrimination in employment against disabled persons. Such actions shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay, other forms of compensation, terms and conditions or employment, training (including apprenticeship, and accessibility).

GRANTEE shall take affirmative action to ensure that applicants are employed and employees are treated without regard to race, age, religion, color, gender, sexual orientation (Broward County Code, Chapter 16 ½), gender identity, gender expression, national origin, marital status, political affiliation, or physical or mental disability during employment. Such actions shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff; termination, rates of pay, other forms of compensation, terms and conditions of employment, training (including apprenticeship), and accessibility.

GRANTEE shall not engage in or commit any discriminatory practice in violation of the Broward County Human Rights Act (Broward County Code, Chapter 16 ½) in performing any services pursuant to this Agreement.

By signing below; the Grantee agrees to all of the above:

DATE: _____	_____ AGENCY REPRESENTATIVE SIGNATURE
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**CITY OF HALLANDALE BEACH
COMMUNITY PARTNERSHIP GRANT**

**Exhibit J
FY 2014
ADVANCE PAYMENT REQUEST**

Organization :
Project Name:
Person Preparing the Report:

a. Grant Amount	\$	
b. Amount Requested	\$	
c. Balance of funds after available Agreement Amount requested (a minus b)	\$	

Justification for Requested Amount:
 *(Must be detailed & aligned with your Work Plan)

Authorized person signature:

Print Name:	Date:
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