

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** CRA Chair and Board Members                      **DATE:**  
**FROM:** Douglas R. Gonzales, General Counsel  
**SUBJECT:** Proposed Hotel Improvement Program (“HIP”) Grant Agreement with Hollywood Sunrise LLC for on-site improvements to the property located at 314 Cleveland Street

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I have reviewed the above referenced Agreement with the participating Department/Office(s) and the proposed general business terms and other significant provisions are as follows:

- 1) Department/Division Involved – CRA
  - 2) Type of Agreement – HIP Grant Agreement
  - 3) Method of Procurement (RFP, bid, etc.) – n/a
  - 4) Term of Contract:
    - a) initial – Commences upon execution of the Agreement and expires 60 days after the completion date.
    - b) renewals (if any) – no
    - c) who exercises option to renew – n/a
  - 5) Contract Amount – In an amount up to \$129,794.24. Total Project cost is estimated to be \$389,382.72.
  - 6) Termination Rights – a) In the event that required insurance lapses, the Agreement may be terminated by CRA; b) In the event that Applicant fails to commence its improvement project within 30 days of the execution of the Agreement, CRA reserves the right to terminate the Agreement upon twenty-four (24) hours notice; c) CRA in its sole discretion may discontinue the HIP program at anytime; and d) Either party may cancel the Agreement upon 30 days written notice.
  - 7) Indemnity/Insurance Requirements – Applicant shall comply with CRA requirements.
  - 8) Scope of Services - CRA shall provide a grant not to exceed \$129,794.24 for property improvements at 314 Cleveland Street.
  - 9) Other Significant Provisions: n/a
- cc: Jorge Camejo, CRA Executive Director