

**FUNDING AGREEMENT BETWEEN THE CITY OF HOLLYWOOD and
TASKFORCE FORE ENDING HOMELESSNESS
for
HOMELESS OUTREACH TEAM**

Article 1

Term of Agreement

This Funding Agreement ("Agreement") is entered into by and between the City of Hollywood ("CITY") and TaskForce Fore Ending Homelessness ("PROVIDER"), CITY and PROVIDER are collectively referred to as the "Parties," this _____ day of October, 2021. The Agreement begins on **November 1, 2021** and ends on **October 31, 2022**, with the option to renew annually upon mutual agreement by the Parties, pending changes to the budget based on increased costs.

Article 2

Identification

PROVIDER agrees to encourage support for the network of CITY funded agencies by:

- A. Participating in public education efforts on behalf of the project each year;
- B. Assisting the CITY in making a strong case for support of the project by providing timely, accurate data as requested regarding social service needs; and
- C. Mentioning the CITY in the closing "boilerplate" fact statements in press releases about the PROVIDER which are related to the project.

Article 3

Scope of Services

PROVIDER agrees to provide the services set forth here, and more fully in EXHIBIT A, Scope of Services funded by the CITY. Services will be provided by competent staff pursuant to the qualifications detailed in EXHIBIT B.

PROVIDER shall notify the CITY in writing prior to opening, closing, or relocating a service site listed under EXHIBIT A, Scope of Services, no less than 30 calendar days prior to a change. The CITY reserves the right to approve the location of services and the change in the location of such services.

PROVIDER agrees to have a representative attend seminars and/or training sessions as requested by the CITY.

Article 4

Required Reporting

PROVIDER agrees to electronically submit a monthly performance report ("Monthly Report") within 15 days after the end of the calendar month to the CITY. The Monthly Report shall include demographic data detailing gender, family size, age, race, ethnicity, and referral destination of all Clients served.

PROVIDER agrees to electronically submit an annual performance report, including program achievements and barriers and client success stories to the CITY within 30 days after the end of the contract year.

PROVIDER agrees to allow CITY representatives to complete a program evaluation to assess program effectiveness, improve quality of services, and review contractual compliance.

Article 5

Confidentiality

PROVIDER represents to the CITY for the CITY's reliance, that it has established and implemented policies and procedures that ensure compliance with the security standards included in this article and any and all applicable state and federal statutes and regulations for the protection of confidential records and electronic exchange of confidential information of individuals utilizing social services detailed herein ("Clients"). The policies and procedures must ensure that:

- A. There is a controlled and secure area for storing and maintaining active and inactive Client files and medical records;
- B. Physical Client records are not removed from PROVIDER's premises, unless otherwise required by law or as otherwise authorized by PROVIDER's written policies and procedures;
- C. Access to physical Client records is restricted to authorized personnel of PROVIDER and authorized personnel of the CITY;
- D. Records are not left unattended in areas accessible to unauthorized individuals;
- E. Access to electronic data is controlled in terms of the user being authorized to use the system and that data is limited to that which user is authorized to view or change;
- F. Written consent or authorization, signed by the Client, is obtained for release of client records and/or information unless otherwise required by law;
- G. Requests by Clients to view their personal files and medical records must be honored in a timely manner and must be reviewed in the presence of an authorized staff person of PROVIDER; and
- H. An orientation is provided to new staff persons, employees, and volunteers.
- I. Each of PROVIDER's employees and volunteers must sign an acknowledgement of PROVIDER's confidentiality policies and procedures acknowledging his/her awareness and understanding of confidentiality laws, regulations, and policies.

Article 6

Funding and Method of Payment

The CITY shall fund the PROVIDER in the aggregate amount of **\$138,737** (the "Allocated Amount") for the period from **November 1, 2021** through **October 31, 2022** ("Funding Period") (unless funding is terminated under the provisions of this Agreement).

PROVIDER will submit monthly invoices to the CITY within 15 calendar days after the end of the month in which services are rendered.

PROVIDER will invoice CITY monthly based on the number of units of service provided. A unit of service ("Unit") is complete for a client contacted at assessment locations or during street outreach when:

- Client-level data is entered in the Homeless Management Information System (HMIS); or
- Client assessment and screening is completed using Vulnerability Index-Service Prioritization Decision Assistance Tool (VI-SDATs); or
- The client is appropriately referred to housing/shelter, primary health care, behavioral health services, legal services, family reunification and/or other appropriate services provided within the Continuum of Care.

Each Unit will be billed at a rate of \$115.61 per Unit per month, except for the last month, where the billing rate shall be \$115.66 per unit per month, for a total of up to 1,200 Units provided annually.

THE CITY agrees to pay PROVIDER monthly upon receipt and approval of PROVIDER's invoice. The CITY shall provide payment within 20 business days of approval. If at any time the PROVIDER is not paid in a timely manner, the PROVIDER may discontinue services until payment is caught up with invoicing.

Invoices and/or documentation returned to PROVIDER for corrections or late submission thereof may be cause for delay in receipt of payment. Further, the CITY may deduct any monies due from PROVIDER from any outstanding invoice, as a result of an audit, evaluation, or other situation where the CITY identifies money due from PROVIDER to the CITY.

If the PROVIDER is unable or unwilling to utilize the funds in the agreed manner or according to the program budget (EXHIBIT C), the PROVIDER must contact the CITY within 10 business days with its recommendation(s) regarding the unexpended amount of funding. Revised budgets may be subject to renegotiation.

All funds not expended for the purposes agreed to by the Parties must be returned to the CITY at the end of the Funding Period or at such time as it is determined by either the PROVIDER or the CITY that the funds will not be expended for the purposes agreed to by the Parties.

This Agreement between the Parties shall initiate a one-year pilot program ("Initial Contract Period") with the CITY with four (4) one-year renewal options. The CITY shall be required to notify the PROVIDER no less than thirty (30) days from the expiration date of the Agreement of its intention to exercise a one-year renewal option or terminate the Agreement.

This Agreement may be renewed beyond the Initial Contract Period at the sole option of the CITY. The PROVIDER understands and acknowledges that an extension of the Initial Contract Period by the CITY shall be contingent upon the following:

- A. Continued demonstrated and documented need for the services or priority area of funding;

- B. Satisfactory program performance and utilization by PROVIDER;
- C. Demonstrated financial stability by PROVIDER;
- D. The availability of funds from the CITY; and
- E. Satisfactory Agreement compliance by PROVIDER.

CITY has the authority to make adjustments (subject to funding availability) to: (a) the maximum renewable funding under this Agreement; (b) the maximum funding under this Agreement; and (c) payment schedules throughout the term of the Agreement. Such authority and discretion are to be exercised for the purpose of maximizing expenditure of CITY funds. Such adjustments may be triggered by underutilization by PROVIDER, availability of funds, or any other reason in furtherance of the objectives of the CITY. These adjustments may be made in writing and signed by the CITY'S representatives to the PROVIDER (including corresponding revisions to the amount of services provided) at least ten (10) calendar days prior to its effective date.

PROVIDER understands and acknowledges that although its performance under this Agreement may be considered by the CITY in evaluating future funding requests, the CITY assumes no obligation whatsoever with respect to further or future funding to the PROVIDER.

If PROVIDER has been authorized in accordance with Article 7 entitled "Subcontracting" of this Agreement, PROVIDER shall pay its subcontractors and suppliers prior to submitting an invoice. PROVIDER agrees that nonpayment of a subcontractor or supplier as required by this section shall be a material breach of this Agreement and that the CITY may, at its option, withhold payments unless and until PROVIDER demonstrates timely payments of sums due to such subcontractors or suppliers.

PROVIDER represents to the CITY that no other reimbursement fund is available or used for invoiced services, and the CITY has relied upon that representation. PROVIDER must assure that funding under this Agreement will not supplant any existing programs and resources. If PROVIDER has the ability to bill a third party (e.g., Medicaid, Medicare) for services rendered, the PROVIDER must immediately inform the CITY.

All payments shall be made solely in the name of PROVIDER as the official payee. The name, address, and telephone number of the official payee to whom payment shall be made for PROVIDER is:

TaskForce Fore Ending Homelessness, Inc.
Mikal Cartier
Office Manager
3521 W. Broward Blvd., Suite 205
Lauderhill, FL 33312
Phone Number: 954-525-3494

PROVIDER may change any of the information provided under this section by providing written notice of such change to the CITY. It is PROVIDER'S sole responsibility to advise the CITY, in

writing, of changes in name, address, and/or telephone number, including changes of administrative and service locations, within ten (10) calendar days of such change(s).

Article 7

Subcontracting

PROVIDER shall submit proposed documents formalizing the subcontracting relationship to CITY for CITY'S written approval prior to approval of any subcontractor by PROVIDER. A formal agreement between PROVIDER and subcontractor must clearly define the scope of services as it relates to services required by this Agreement, must include a line-item budget for the subcontracted services, and must include clear and express payment terms and the requirement of conformance with the requirements of this Agreement.

Services provided by PROVIDER's subcontractors shall be subject to supervision by PROVIDER. Employee compensation, personnel policies, tax responsibilities, social security and health insurance, employee benefits, travel, per diem policies, and other similar administrative procedures applicable to services rendered under this Agreement shall be those of PROVIDER or its subcontractor.

A PROVIDER engages in subcontracting if PROVIDER engages via formal agreement or any other mechanism a third party, including but not limited to individuals, partnerships, corporations, or any other type of entity, to perform the services, in whole or in part, required by this Agreement. Services provided by third parties, other than PROVIDER's own employees, officers and volunteers will be deemed subcontracted and subject to the CITY'S advance written approval.

PROVIDER shall not subcontract more than 50% of the services under each category of service outlined under the Scopes of Services on EXHIBIT A, as required by this Agreement. The delivery of services through subcontractors shall not relieve PROVIDER of full responsibility for all requirements, provisions, and terms of this Agreement.

PROVIDER shall require all subcontractors to conform to the requirements of this Agreement and all applicable federal and state laws, rules, regulations, guidelines, and standards.

PROVIDER agrees to reimburse the CITY for any and all funds not used in compliance with this Agreement by PROVIDER and/or its subcontractors.

Article 8

Contact Persons

All contact regarding this Agreement shall be made with a representative for each Party named by PROVIDER and CITY, respectively.

The name, email address, and telephone number of the official contact for PROVIDER is:

Carl W. Falconer
Chief Executive Officer

TaskForce Fore Ending Homelessness
3521 W. Broward Blvd., Suite 205
Lauderhill, FL 33312
Phone: 954-661-6173
Email: carl.falconer@taskforceoutreach.org

The name, email address, and telephone number of the official contact for CITY is:

Anthony Grisby
Community Development Division Manager
City of Hollywood
2600 Hollywood Blvd.
Hollywood, FL 33020
Phone: 954-924-2958
Email: agrisby@hollywoodfl.org

The official contact for the CITY shall be the administrator of this Agreement for the CITY, including but not limited to correspondence, data collection and storage, funding and payment.

The Parties may change the information for each representative listed here, by providing written notice of such change to the other Party.

Article 9

Audit and Retention of Records

PROVIDER shall comply with 2 CFR part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" including exceptions listed at 24 CFR 570.502. PROVIDER must comply with OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. PROVIDER agrees to provide a program specific audited financial statement prepared by a certified public accountant. If PROVIDER receives in excess of 50% of its organizational funding through grant sources, PROVIDER shall agree to provide to the CITY an organization-wide audited annual financial statement. All grant funds from the CITY should be shown via explicit disclosure in the annual financial statements and/or the accompanying notes to the financial statements. The cash match and in-kind contributions should also be shown.

PROVIDER agrees to provide the CITY one copy of an annual audit within 120 days of the end of PROVIDER's fiscal year. The annual audit must be conducted by a Certified Public Accountant in accordance with the rules of the American Institute of Certified Public Accountants. In order for the report to be complete, the submitted report shall include any management letter issued separately and management's written response to all findings, both audit report and management letter findings. If PROVIDER's annual budget is under \$300,000, they must submit financial statements reviewed by a Certified Public Accountant in accordance with the rules of the American Institute of Certified Public Accountants.

CITY shall have the right to audit the books, records, and accounts of PROVIDER that are related to this Agreement. PROVIDER shall keep such books, records, and accounts as may be necessary in order to record complete and correct entries related to this Agreement. PROVIDER shall preserve and make available, at reasonable times for examination and audit by CITY, all financial records, supporting documents, statistical records, and any other documents pertinent to this Agreement for at least five years after the termination or expiration of this Agreement.

Late submission of the financial statements and management letters shall result in suspension of payment under this Agreement and subsequent agreements until the financial statements and management letters are received and accepted by the CITY. Suspension of payment shall not excuse PROVIDER from continued delivery of service, although the CITY will pay no invoices until financial statements and management letters are received and accepted by CITY.

Article 10

Other Program Requirements

PROVIDER shall carry out each activity in compliance with all Federal laws and regulations described in 24 CFR Subpart K except that PROVIDER does not assume the City's environmental responsibilities described at 24 CFR 570.604 and the PROVIDER does not assume the City's responsibility for initiating the review process under the provisions of 24 CFR part 52.

Program Income – This activity is not expected to generate any Program income. In such case as Program Income is generated as a result of this Agreement, it shall be retained by the PROVIDER. Additionally, this income should be added to funds committed to the activities within this Agreement by the PROVIDER and used proportionally to the original funding allocation to further eligible program objectives. Expenditure of program income is subject to the requirements set forth in 24 CFR 570.504(c) and by the terms of this Agreement.

Article 11

Independent Contractor

PROVIDER is an independent contractor under this Agreement. Services provided by PROVIDER shall be by employees of PROVIDER and subject to supervision by PROVIDER, and not as officers, employees, or agents of CITY. Employee compensation, personnel policies, tax responsibilities, social security and health insurance, employee benefits, travel, per diem policies, and other similar administrative procedures applicable to services rendered under this Agreement shall be those of PROVIDER.

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.

Article 12

Equal Employment Opportunity

PROVIDER shall not unlawfully discriminate against any employee or participant under this Agreement on the basis of race, creed, religion, color, gender, sexual orientation, disability, marital status, veteran status, national origin, age, and shall not otherwise unlawfully

discriminate in violation of the Broward County Code, Chapter 162, as may be amended from time to time. Affirmative action shall be taken to insure equal treatment without regard to race, creed, religion, color, gender, age, sexual orientation, national origin, or marital status. PROVIDER shall include the language above or similar language in its contracts with any subcontractors or consultants.

Article 13

Americans with Disabilities Act

PROVIDER shall affirmatively comply with all applicable provisions of the Americans with Disabilities Act (ADA) in the course of providing any services funded by the CITY, including Titles I and II of the ADA (regarding nondiscrimination on the basis of disability), and all applicable regulations, guidelines, and standards. In addition, PROVIDER shall take affirmative steps to ensure nondiscrimination in employment against disabled persons. PROVIDER shall include the language above or similar language in its contracts with any subcontractors or consultants.

Article 14

Counterterrorism Compliance

PROVIDER shall remain in compliance with the spirit and intent of the USA PATRIOT Act and other counterterrorism laws under this Agreement. PROVIDER shall take responsible, affirmative steps to ensure that any funds or resources distributed do not fund terrorism or terrorist organizations. PROVIDER shall take reasonable steps to certify against fraud with respect to the provision of financial, technical, in-kind or other material support or resources to terrorists or terrorist organizations.

Article 15

Drug Free Workplace Certification

PROVIDER certifies that it will provide a drug-free workplace policy under this Agreement. PROVIDER shall publish a statement notifying its employees that unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the PROVIDER'S workplace and specifying the actions that will be taken against employees for violation of such prohibition.

Article 16

Indemnification Clause

This Agreement shall be governed by the laws of 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 jurisdictions of that Court.

PROVIDER shall at all times hereafter indemnify, hold harmless and, defend or pay for an attorney selected by the CITY to defend its officers, agents, servants, and employees from and against any and all causes of action, demands, claims, losses, liabilities and expenditures of any kind, including attorney fees, court costs, and expenses, caused or alleged to be caused by intentional or negligent act of, or omission of, PROVIDER, its employees, agents, servants, or officers, or

accruing, resulting from, or related to the subject matter of this Agreement, including without limitation any and all claims, losses, liabilities, expenditures, demands or causes of action of any nature whatsoever resulting from injuries or damages sustained by any person or property.

Article 17

Insurance

PROVIDER agrees to maintain Commercial General Liability Insurance coverage at a limit of not less than \$1,000,000. PROVIDER agrees to endorse the CITY as additional insured under the name of "City of Hollywood" with respect to liability (General and Excess) arising out of operations performed for the CITY.

PROVIDER agrees to maintain automobile liability covering all owned, non-owned, and hired vehicles used in the services in an amount not less than \$300,000 combined single limit. Provider agrees to endorse the City as an additional insured under the name "City of Hollywood".

PROVIDER agrees to maintain Workers' Compensation insurance and Employers Liability Insurance to apply for all employees in compliance with the "Workers' Compensation Law" of the State of Florida and all applicable federal laws.

PROVIDER agrees to maintain Cyber Liability Insurance coverage at a limit of not less than \$1,000,000.

PROVIDER agrees to submit a current Certificate of Insurance and endorsements provided for above to the CITY at the start of the Agreement and at renewal during the funding period. The Certificate of Insurance shall provide evidence that all coverages, limits, and endorsements required herein are maintained and in full force and effect. Coverage is not to cease and is to remain in force (subject to cancellation notice) until all performance required of PROVIDER is completed. Failure to submit the respective Certificate of Insurance and endorsements shall result in suspension of any funds due and owing for any outstanding invoice of PROVIDER by the CITY.

Article 18

Amendments

AMENDMENTS: Except as otherwise authorized herein, no modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document executed and signed by PROVIDER and CITY.

Article 19

Termination of Agreement

This Agreement may be terminated upon the occurrence of (a) breach of this Agreement by the PROVIDER; (b) loss of the agency of its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code; or (c) upon receipt by the CITY of written notice from the PROVIDER of PROVIDER's intent to terminate this Agreement accompanied by return of all funds provided by the CITY that have not been expended in accordance with this Agreement. If this Agreement is

terminated, the CITY has the right to withdraw funding and shall have no further obligation to disburse to the PROVIDER any remaining unpaid funds, and may further require repayment of any funds not used in accordance with the terms of this Agreement.

Article 20

Sovereign Immunity

Except to the extent sovereign immunity may be deemed to be waived by entering into this Agreement, nothing herein is intended to serve as a waiver of sovereign immunity by CITY nor shall anything included herein be construed as consent by CITY to be sued by third parties in any matter arising out of this Agreement. CITY is a political subdivision as defined in Section 768.28, Florida Statutes, and shall be responsible for the negligent or wrongful acts or omissions of its employees pursuant to Section 768.28, Florida Statutes.

Article 21

Public Records

To the extent PROVIDER is acting on behalf of CITY as stated in Section 119.0701, Florida Statutes, PROVIDER shall:

- A. Keep and maintain public records required by CITY to perform the services;
- B. Upon request from CITY, provide CITY with a copy of the requested records or allow the records to be inspected or copied within a reasonable time and at a cost that does not exceed that provided in Chapter 119, Florida Statutes, or as otherwise provided by law;
- C. Ensure that public records that are exempt or confidential and exempt from public record requirements are not disclosed except as authorized by law for the duration of this Agreement and following completion or termination of this Agreement if the records are not transferred to CITY; and
- D. Upon completion or termination of this Agreement, transfer to CITY, at no cost, all public records in possession of PROVIDER or keep and maintain public records required by CITY to perform the services. If PROVIDER transfers the records to CITY, PROVIDER shall destroy any duplicate public records that are exempt or confidential and exempt. If PROVIDER keeps and maintains the public records, PROVIDER shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to CITY upon request in a format that is compatible with the information technology systems of CITY.

A request for public records regarding this Agreement must be made directly to CITY, who will be responsible for responding to any such public records requests. PROVIDER will provide any requested records to CITY to enable CITY to respond to the public records request.

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS

**RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS
AT (954) 924-2958, AGRISBY@HOLLYWOODFL.ORG, 2600 HOLLYWOOD BLVD.
HOLLYWOOD, FL 33020.**

Article 22

Third Party Beneficiaries

Neither PROVIDER nor CITY intends to directly or substantially benefit a third party by this Agreement. Therefore, the Parties acknowledge that there are no third-party beneficiaries to this Agreement and that no third party shall be entitled to assert a right or claim against either of them based upon this Agreement.

Article 23

Incorporation by Reference

The attached exhibits are incorporated into and made a part of this Agreement.

[The remainder of this page is intentionally left blank.]

This Agreement is executed by the City of Hollywood, signing by and through its City Manager authorized to execute same by City Commission action on October _____, 2021, and TaskForce Fore Ending Homelessness, signing by and through its Chief Executive Officer, Carl W. Falconer, who has signing authority authorized through the board of directors.

Signed:

CITY City Manager

Date

APPROVED AS TO FORM AND LEGAL
SUFFICIENCY for the use and reliance of
the City of Hollywood, Florida, only.

CITY City Attorney

Date

PROVIDER Chief Executive Officer

Date

EXHIBIT A SCOPE OF SERVICES

Agency Name: TaskForce Fore Ending Homelessness

Program Name: Hollywood Outreach Team

Program Narrative: The Hollywood Outreach Team program (“Outreach Team”) will have two very distinct program activities – the street outreach and the outreach assessment locations.

- The Outreach Team will conduct street outreach in the City of Hollywood – seeking out homeless people living in places not meant for human habitation. In addition, the Outreach Team will provide proactive street outreach to homeless people, including responding to calls from government, social service agencies, home owners associations, religious institutions and the general public. Team members will establish contact with these homeless individuals to inform them of social services available in the community and to encourage them to access those services. Outreach Workers will make contact, establish rapport and complete a “street outreach assessment” in an effort to provide placement in shelter, connect them with appropriate services or place them directly into housing. This activity will be provided five days per week, eight hours per day.
- The intent of the outreach assessment location is to have a well-established location where homeless people venture to on their own or are referred there by social service providers, homeless advocates, hospitals, law enforcement, government, religious institutions, other homeless people and good Samaritans. At the assessment location, the Outreach Team will interview and assess the needs of the homeless people at the site. The Outreach Team will match the needs of the clients (e.g., the elderly, physically impaired, and those with an alcohol addiction) with the number and the type of program beds available. The Outreach Team will make referrals and provide transportation to homeless shelter program beds at emergency shelters, transitional housing and permanent supportive housing. In addition, the Outreach Team will provide bus passes and a limited amount of clothing, food and water.
- The PROVIDER will provide staff to accompany law enforcement to neighborhood association meetings to provide information and educate citizens on homeless issues and the Outreach Team’s role for reducing homeless problems.

The Hollywood Outreach Team will be comprised of two additional full-time workers (“Outreach Workers”), above what is funded by Broward County. If available, these workers will coordinate with Hollywood Police Officers on their shifts. The goal of the Outreach Team will be to get homeless people to the shelter and services they need to get off the street and become self-sufficient.

This project will provide 80 hours per week to the City of Hollywood. The start-up date for the project is November 1, 2021.

Target Population: This program targets people who are homeless (currently living in a place not meant for human habitation) or are about to become homeless (eviction in process) in the city of Hollywood. This is the only criterion applied by this program. While the overall presenting problem for the target population is homelessness, other presenting problems may include physical infirmity and chronic health problems, mental illness, substance abuse/addiction, AIDS/HIV, developmental disabilities and other disabling conditions. In addition, lack of transportation and lack of adequate income are often additional issues for clients.

Total Units provided to clients monthly: 100

Service Locations: Outreach services are provided wherever the potential homeless clients may be found. For this project, the locations include but are not limited to CITY and county parks, homeless encampments, under bridges, abandoned homes and in areas where homeless people may congregate.

EXHIBIT B
Staff Qualifications

Position/ Job Title	No. of Each Position	Minimum Degree	Duties	% of time devoted to the program
Outreach Worker FT	2	High School Diploma, GED, or five years' experience in the homeless field.	Assess, determine, refer/link clients with appropriate shelter placements and/or support services. Seek out and meet homeless clients living on the street to establish a rapport and promote access to shelter/housing. Document all client transactions in database. Provide transportation to clients.	100%

EXHIBIT C PROGRAM BUDGET

Total Community Development Block Grant (CDBG) project funding shall not exceed \$138,737.00. During the grant period commencing on November 1, 2021, and continuing through October 31, 2022, PROVIDER will be paid on the basis of meeting the established performance objective of providing 1,200 Units during street outreach and outreach at assessment locations for homeless persons within the City of Hollywood. PROVIDER is anticipated to receive funding in the following manner:

- The PROVIDER shall be paid on a monthly basis at an anticipated funding amount of \$11,561 for Units provided to homeless clients per month, except the last month where the client will be funded an amount of an anticipated \$11,566 for 100 Units.
- In the event that 100 Units are not provided during a monthly period, PROVIDER will be paid funding for each Unit at a proportionate Unit rate.
- In order to make-up for shortfalls for previous months, PROVIDER may request greater than the monthly amount proportionate any previous months' shortfall.

The process for requesting contract payment is as follows:

- PROVIDER shall submit a summary invoice that clearly details each month's payment request, starting the second month of the Agreement term.
- PROVIDER shall submit proper documentation to include a Monthly Report that explains any problems encountered with the project's implementation and shall include a list of all clients served gender, family size, age, race, ethnicity, and referral destination.
- If the invoice and documentation are sent via electronic mail, the invoice must state *"This is an original, please do not pay from any other copy"* and it must be signed by the PROVIDER'S authorized representative.