

EXHIBIT "A"

SCOPE OF SERVICES

Hispanic Unity Economic Development Services

Hispanic Unity's Center for Working Families (CWF) integrates and bundles employment, income supports and financial literacy coaching and education to improve the lives of low-income individuals and families with a focus on long-term economic stability.

Employment Services provided through the Center will include a combination of: 1) Skills assessment; 2) Assistance with job seeking and readiness (including with applications, resume writing, interview preparation); 3) Assistance with job retention. Activities funded through this grant will also include job development (cultivating and maintaining relationships with employers) and job readiness workshops (employability and soft skills; finding, getting and keeping a job, etc.).

Hispanic Unity will place twenty-two (22) clients in a full time job during the contract period.

The Subgrantee agrees to aid in the dissemination of information and promotional materials relative to City of Hollywood initiatives. This includes, but is not limited, to making available information and promotional materials relative to City of Hollywood initiatives in the Subgrantee offices and/or project sites. In addition, the Subgrantee shall provide a complete mailing list of clientele with the exception of the clients where confidentiality is mandatory. The Subgrantee shall provide such information in a form sufficient so that the City may direct-mail information and promotional materials. The Subgrantee shall make available staff that can provide referral services complete with appropriate contact person for City of Hollywood initiatives.

EXHIBIT "B"

BUDGET & REIMBURSEMENT SCHEDULE

Total CDBG project funding is \$19,673.00. Subgrantee will be paid on the basis of performance and eligible project expenses incurred.

For the period of October 1, 2014-December 31, 2014

Reimbursement may be requested at a rate of \$1,639.41 per placement (1 placement total). The maximum monthly reimbursement amount is \$1,639.41 unless a performance short fall occurred in a previous billing period. In such instances, the subgrantee may request reimbursement over the monthly cap, provided it does not exceed the maximum allowed for the contract period.

For the period of January 1, 2015- September 30, 2015:

Reimbursement may be requested at a rate of \$819.71 per placement (2 placements total). The maximum monthly reimbursement amount is \$1,639.41 unless a performance short fall occurred in a previous billing period. In such instances, the subgrantee may request reimbursement over the monthly cap, provided it does not exceed the maximum allowed for the contract period.

The process for requesting contract payment is as follows:

The subgrantee shall submit a summary invoice that clearly details job placements with each month's payment reimbursement request and submit proper documentation, project expenses incurred and which may be accompanied by canceled checks or other acceptable evidence of indebtedness. The invoice must be accompanied by a monthly performance report further described in Exhibit "C" attached.

EXHIBIT "C"

PERFORMANCE REPORTS

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PERFORMANCE REPORTS

Beginning with the end of the first month of the contract year (October 31, 2014) and each month thereafter, Hispanic Unity shall submit monthly program performance reports to the Community and Economic Development Department. The report shall explain any problems encountered with the project's implementation, and clearly indicate the names, addresses, and employment placement of clients. Hispanic Unity must maintain income certifications for those who are the beneficiaries of CDBG funds and agree to periodic monitoring of files.

In addition, beginning the first day of the second program month (November 1, 2014) and each month thereafter the Subgrantee shall complete a copy of sections 2, 4, and 5 (below) and the demographic report and submit to the Community and Economic Development Department until services are completed.

SEC. 1	Monthly report for:	Hispanic Unity
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SEC. 2	Funding for:	FY 2014-2015	CITY
	Subrecipient	Hispanic Unity	
	Tot. Allocation	\$19,673.00	
	Expended	\$0.00	
	Remaining	\$0.00	
	Agreement Period (Months)	12	

SEC. 3	Quantifiable Goal	Client Job Placements	CITY
	(Annually)	22	

SEC. 4	<table><tr><td>Services Provided</td><td>Participants</td></tr><tr><td>(Current Month)</td><td></td></tr></table>	Services Provided	Participants	(Current Month)	
Services Provided	Participants				
(Current Month)					

SEC. 5 NOTABLE ACTIVITIES FOR THE MONTH

EXHIBIT "D"

TIMETABLE/SCHEDULE FOR PROJECT(S)

October 2014	Recruitment of clients. Scheduling and holding workshops. Continue existing program.
Oct. 2014- Sept. 2015	Job Placements.
September 2015	Program Evaluation and Final report

EXHIBIT "E"

OMB CIRCULARS A-110 AND A-133

Circulars are available at 2600 Hollywood Blvd., Room 203

EXHIBIT "F"

Outcome Measurements and Quantifiable Goals

The Outcome Measurements and Quantifiable Goals will coincide with all Exhibits. See attached.

OUTCOMES MEASUREMENT TABLE 1

Program	Employment Development: The Center for Working Families				
Inputs	Activities	Outputs	Outcomes		
			Initial Outcomes	Intermediate Outcomes	Long-Term Outcomes
Intake Specialist	Client Intake	35 COH residents participate in the CWF workshops	35 clients enroll in CWF	35 clients complete the CWF workshops	35 clients continue the process with one-on-one career coaching
Employment/Employer Relations Specialist	Workshops Client Meetings Job Development: Cultivate and maintain relationships with employers, follow up on leads, grow employer database	20 employment workshops: Job seeking assistance & Job readiness skills 3-6 hours of one-on-one support 50 employer contacts (new and established employers)	30 clients have identifiable career goals and needs 30 clients with identified interests, skills & employment needs Identification of 25 new available positions	30 clients understand the job search process and work one-on-one with the Employment Specialist. 25 clients apply for open positions	30 clients develop resumes and job application materials Place 22 clients in open positions

Quantifiable Goals Table 2

First Quarter (October to December)

- Intakes: 7
- Workshops: 2
- Job Placements: 5
- Follow-Up Contacts: 0
- Public Benefits Screening: 2
- Financial Coaching: 7

Second Quarter (January to March)

- Intakes: 10
- Workshops: 6
- Job Placements: 6
- Follow-Up Contacts: 3
- Public Benefits Screening: 2
- Financial Coaching: 12

Third Quarter (April to June)

- Intakes: 9
- Workshops: 6
- Job Placements: 6
- Follow-Up Contacts: 3
- Public Benefits Screening: 2
- Financial Coaching: 12
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Fourth Quarter (July to September)

- Intakes: 9
- Workshops: 6
- Job Placements: 5
- Follow-Up Contacts: 3
- Public Benefits Screening: 4
- Financial Coaching: 9