

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** May 30, 2019  
**FROM:** Douglas R. Gonzales, City Attorney  
**SUBJECT:** Proposed TEMPLATE Commercial Property Improvement Program ("PIP")  
Grant Agreements

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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 – Office of Communications, Marketing and Economic Development
  - 2) Type of Agreement – Commercial PIP Grant Agreement
  - 3) Method of Procurement (RFP, bid, etc.) – n/a
  - 4) Term of Contract:
    - a) initial – Commences upon execution and expires in 5 years
    - b) renewals (if any) – n/a
    - c) who exercises option to renew – n/a
  - 5) Contract Amount – Funding will be through Community Development Block Grant Funds and General Funds. The program would consist of a reimbursement grant for up to 50% of the constructions costs using CDBG funds and up to 40% of the construction costs utilizing General Fund dollars per property/property owner up to a maximum amount of \$25,000.00. Funds are payable on a reimbursement basis upon completion of the improvements. In the event that the Recipient fails to complete improvements by the completion date, City shall not be liable for reimbursement for any construction costs unless the City Manager or his designee agrees in writing.
  - 6) Termination Rights – a) In the event that required insurance lapses, the Agreement may be terminated by the City; b) In the event the Recipient fails to commences its improvement project within 30 days of the execution of the Agreement, City reserves the right to terminate the Agreement upon 24 hours notice; c) City in its sole discretion may discontinue the CPIP at anytime; and d) either party may cancel the Agreement upon 30 days written notice.
  - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
  - 8) Scope of Services – City shall provide grant funding, the program will consist of a reimbursement grant for ½ of the construction costs up to a maximum of \$25,000.00 per property/property owner. Funding is for comprehensive exterior improvements.
  - 9) Other Significant Provisions: n/a
- cc: Dr. Wazir Ishmael, City Manager