

**AMENDMENT TO THE AGREEMENT BETWEEN THE CITY OF HOLLYWOOD  
AND THE RUSSELL LIFE SKILLS AND READING FOUNDATION, INC. FOR A  
COMMUNITY DEVELOPMENT BLOCK GRANT PROJECT**

THIS AMENDMENT to the Community Development Block Grant Project (the "Agreement"), is dated effective as of the \_\_\_\_ day of \_\_\_\_\_, 2016, (the "Effective Date") and is agreed to between the CITY OF HOLLYWOOD, FLORIDA ("CITY"), and THE RUSSELL LIFE SKILLS AND READING FOUNDATION, INC., a not-for-profit organization authorized to do business in the State of Florida, its successors and assigns (Subgrantee"). It is hereby mutually understood and agreed by and between the parties hereto that said Agreement is amended upon the terms, covenants, and conditions hereinafter set forth.

1. Subsection 4.1 of Article IV of the Agreement entitled "Funding and Method of Payment" is hereby amended as follows:

4.1 The maximum amount of the payable by the CITY under this Agreement shall be ~~\$18,100.00~~ 40,723.00. This shall be the maximum expenditures authorized for payment by the City under this Agreement. In no event shall the CITY be liable for any sum exceeding the above stated amount.

2. Exhibits "A", "B" and "C" are hereby amended as more specifically set forth on the Exhibits attached hereto and incorporated herein by reference.

3. All other provisions of the Agreement not in conflict with this Amendment shall be and remain the same and in full force and effect.

(This space intentionally left blank.)

**AMENDMENT TO THE AGREEMENT BETWEEN THE CITY OF HOLLYWOOD  
AND THE RUSSELL LIFE SKILLS AND READING FOUNDATION, INC. FOR A  
COMMUNITY DEVELOPMENT BLOCK GRANT PROJECT**

EXECUTION

IN WITNESS WHEREOF, CITY and SUBGRANTEE, intending to be legally bound, have executed this Amendment to the Agreement as of the day and year first above written.

CITY OF HOLLYWOOD, a municipal  
corporation of the State of Florida

ATTEST:

\_\_\_\_\_  
PATRICIA A. CERNY, MMC  
CITY CLERK

\_\_\_\_\_  
JOSH LEVY, MAYOR

APPROVED AS TO FORM AND LEGALITY  
FOR THE USE AND RELIANCE OF THE  
CITY OF HOLLYWOOD, FLORIDA

\_\_\_\_\_  
JEFFREY P. SHEFFEL, CITY ATTORNEY

APPROVED BY:

\_\_\_\_\_  
GEORGE R. KELLER, JR.  
ASSISTANT CITY MANAGER OF FINANCE  
AND ADMINISTRATION/ INTERIM  
DIRECTOR OF FINANCIAL SERVICES

ATTEST:

THE RUSSELL LIFE SKILLS AND  
READING FOUNDATION, INC.

\_\_\_\_\_  
SECRETARY  
Print Name: \_\_\_\_\_

BY: \_\_\_\_\_  
Signature  
Title: \_\_\_\_\_  
Print Name: \_\_\_\_\_

## **EXHIBIT "A"**

### **SCOPE OF SERVICES**

#### **Russell Life Skills and Reading Foundation**

##### **Russell Reading Room Tutoring**

The Russell Reading Room program provides free after-school tutoring and mentoring activities to help eradicate illiteracy among at-risk low/moderate income youth in the City of Hollywood, Florida. The integrated, multi-faceted program offers a holistic approach to instruction and learning. RLSARF implements activities at community-based facilities that are easily accessible and in close proximity to neighboring schools.

The evidence-based literacy curriculum is tailored to the students' needs with a measure of creative freedom given to the experienced teaching staff to design appropriate courses of study. RLSARF strives to keep small student to instructor ratios, allowing for specialized attention and one-on-one encounters that help provide students with direction (both academic and personal). Core objectives are aligned with Florida and Broward County School Board standards and include the whole language concept (i.e., phonics instruction, oral reading, vocabulary building, reading comprehension strategies, and library skills). The initiative also seeks to build confidence in each child by encouraging oral reading and creative writing in a relaxed environment. To date, the program model has achieved a 90% success rate using nationally accepted academic testing methods. Results showed reading improvement by at least one grade, and some as high as four grade levels for students in the last academic year. RLSARF proposes to use 2015-2016 CDBG funding to support the costs of program implementation at three community-based centers in Washington Park, Dr. Martin Luther King Jr. Park, the Kay Gaither Community Center and the McNicol Community Center.

Specific objectives shall be:

Recruit and register or re-register 188-242 students from ~~Martin Luther King, Jr. Community Center, the Washington Park Community Center, Kay Gaither Community Center and McNicol Community Center~~City of Hollywood Community Centers and conduct program activities to provide additional teachers to balance the existing student to teacher ratio.

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 for whom confidentiality is mandatory. The Subgrantee shall provide such information in a form sufficient to enable the City to 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 not to exceed \$~~18,100.00~~40,723.00. Subgrantee will be paid on the basis of meeting their established performance objective of providing tutoring and mentoring services to ~~one hundred eighty-eight~~two hundred forty-two (~~188~~242) students per month during the grant period commencing on October 1, 2016 and continuing through September 30, 2017 at the desired rate of \$~~8.02~~14.02 per student during the Agreement. Tutoring and mentoring services are anticipated to be made according to the schedule below, and payments to the Subgrantee are anticipated to be paid at the rate of \$~~1,508.333~~393.58 total per month for successfully providing tutoring and mentoring services. [Except to remedy an under/over performance as more specifically set forth below].

For the period of October 1, 2016 - September 30, 2017

- ~~One hundred eighty-eight~~Two hundred forty-two (~~188~~242) students shall be served each month during the period specified above at the rate of \$~~8.02~~14.02 per student.
- In the event that ~~one hundred eighty-eight~~two hundred forty-two (~~188~~242) students are not served any month during this period, funding for each student served at the specified per-student rate will be paid. The remaining balance for unserved students during this period will carry over and may be paid in any future monthly period in which the students are served.
- In the event that more than ~~one hundred eighty-eight~~two hundred forty-two (~~188~~242) students per month are served, the attendance overage may be carried over and included in the student count for any month that the required ~~one hundred eighty-eight~~two hundred forty-two (~~188~~242) students have not been served. If payment for any month will not equal the desired monthly rate due to insufficient number of students served, the per student rate from a previous month's attendance overage can be added to bring the monthly payment equal to the desired monthly rate.

The process for requesting contract payment is as follows:

The Subgrantee shall submit a summary invoice that clearly details with each month's payment request and submit proper documentation to include a monthly performance report further described in Exhibit "C" attached and the demographic report.

## EXHIBIT "C"

### PERFORMANCE REPORTS

Beginning with the end of the first month of the contract year (October 31, 2016) and each month thereafter, Russell Life Skills and Reading Foundation shall submit monthly program performance reports to the Development Services Department, Community Development Division. The report shall explain any problems encountered with the project's implementation, and clearly indicate the names, addresses, and attendance of children or letters from the Broward County School Board certifying that the children being served reside in Hollywood and are recipients of the free or reduced breakfast or lunch program or prepare and maintain income certifications for those who are receiving CDBG subsidies.

In addition, beginning the first day of the second program month (November 1, 2016) 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.

<b>SEC. 1</b>	<b>Monthly report for:</b>	<b>Russell Life Skills &amp; Reading Foundation</b>
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<b>SEC. 2</b>	<b>Funding for:</b>	<b>FY 2016-2017</b>	<b>CITY</b>
	<b>Subrecipient</b>	<b>Russell Life Skills &amp; Reading Foundation</b>	
	<b>Tot. Allocation</b>	<b><del>\$18,100.00</del>40,723.00</b>	
	<b>Expended</b>	<b>\$0.00</b>	
	<b>Remaining</b>	<b>\$0.00</b>	
	<b>Agreement Period (Months)</b>	<b>12</b>	

<b>SEC. 3</b>	<b>Quantifiable Goal</b>	<b>Youth Participants</b>	<b>CITY</b>
	<b>(Monthly)</b>	<b><del>188</del>242</b>	

<b>SEC. 4</b>	<b>Services Provided</b>	<b>Youth Participants</b>
	<b>(Current Month)</b>	

#### SEC. 5 NOTABLE ACTIVITIES FOR THE MONTH

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