

**FIRST AMENDMENT TO THE HOLLYWOOD HOME AGREEMENT
BETWEEN THE CITY OF HOLLYWOOD AND HOPE SOUTH FLORIDA, INC.
FOR TENANT BASED RENTAL ASSISTANCE**

THIS FIRST AMENDMENT to the March 21, 2014 Home Program Agreement for Tenant Based Rental Assistance (the "Agreement"), is dated effective as of the ____ day of _____, 2015, (the "Effective Date") and is agreed to between the CITY OF HOLLYWOOD, FLORIDA ("CITY"), and Hope South Florida, 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. Article III of the Agreement entitled "Term" is hereby amended as follows:

The term of this Agreement shall commence on March 1, 2014 and shall expire on September 30, ~~2017~~ 2018. As a condition precedent to the effectiveness of this Agreement, funds for this Project Activity must be timely released pursuant to the United States HUD Home Investment Partnership Act Grant to the City. If such condition precedent fails to occur, then this Agreement shall become null and void and the parties shall be discharged from their respective obligations thereunder. This Agreement may be extended upon the approval of the City and acceptance by Subrecipient.

2. Subsection 4.1 of Article IV of the Agreement entitled "Allocation of Funds and Payments to Subrecipient" is hereby amended as follows:

4.1 The maximum amount of the City's HOME funding contribution under this Agreement shall not exceed ~~\$100,000.00~~ \$341,000.00 in HOME funds inclusive of an administrative fee of ~~\$10,000~~ \$34,100.00. Administrative funds will be disbursed in advance for actual costs incurred in the administration of this contract. Documentation that supports the utilization of administrative funds must be maintained. Prior to advancing the Administrative fee, Subrecipient must submit to the City the required documentation set forth in Exhibit "C" attached hereto and incorporated herein by reference. All HOME funds shall be solely used by Subrecipient for the Project Activity described in Exhibit "A" and expended in accordance with the Budget set forth in Exhibit "B" attached hereto and incorporated herein by reference. Subrecipient hereby acknowledges and agrees that all HOME funds shall be used in accordance with 24 CFR Part 92 including but not limited to the applicable uniform administrative requirements as set forth in Section 92.505. City shall not be responsible or liable to Subrecipient for any payments beyond the maximum funding set forth herein for eligible expenditures and encumbrances.

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

4. All other provisions of the March 21, 2014 Agreement shall be and remain the same and in full force and effect.

EXECUTION

IN WITNESS WHEREOF, CITY and SUBGRANTEE, intending to be legally bound, have executed this First Amendment to the Contract 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

PETER BOBER, 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:

MATTHEW LALLA, DIRECTOR OF
FINANCIAL SERVICES

ATTEST:

HOPE SOUTH FLORIDA, INC.

SECRETARY
Print Name: _____

BY: _____
Signature
Title: _____
Print Name: _____

EXHIBIT "A"

SCOPE OF SERVICES

Hope South Florida, Inc.

The "LIVE Hope" (Living Independently Via Employment) Program

The "LIVE Hope" (Living Independently Via Employment) provides for outreach to prospective employers to promote new and expanded employment opportunities for job training and placement. Services will be providing one or more part time job developer / employment specialists to recruit employers to hire formerly homeless clients and to assist the clients in obtaining and retaining employment.

CDBG funds will pay for case management to assist formerly homeless families with dependent children and unaccompanied adults, in emergency and transitional housing in Hollywood to obtain and/or retain employment. The case manager will serve individuals and families housed (including through City HOME funds) or referred by a continuum of care agency within the Broward County Homeless Initiative Partnership. The "Live Hope" case manager assists the agencies and clients with job development and placement, acts as a liaison with Live Hope/BLIA employers to anticipate and intervene as needed with any difficulties that could lead to job loss by the clients. They assist clients to maintain sobriety as well as with budgeting, life control issues, decision making, life skills and job readiness skills, etc., during and after transition to permanent housing.

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 HOME TBRA project funding is \$341,000.00. Subgrantee will be paid ten percent (10%) of the agreement amount or \$34,100.00 upon full execution of the agreement and subsequently reimbursed the remaining balance of the agreement on the basis of performance and eligible project expenses incurred in accordance with the terms and conditions set forth in the Agreement.

BUDGET

An evaluation shall be made of each client to determine the appropriate assistance needed to re-house the client. The following is a proposed budget of anticipated cost associated with Client evaluation and Client services:

Rental subsidies, Security & Utility Deposits	\$306,900.00
Administrative Support	\$34,100.00
Total Budget	\$341,000.00

REIMBURSEMENT

Reimbursement will be based on performance and approval of eligible project expenses incurred. The process for requesting contract reimbursement is as follows:

The Subgrantee shall submit a summary invoice that clearly details project expenses per client in table form. Said summary invoice shall detail reimbursement request for each category as listed in the budget and/or is permitted by Exhibit "A". The example below will satisfy the requirement but is not a mandatory format.

Ben. Info.	Sec./Utility Deposits	Tenant Rent	TBRA Subsidy	Total Rent
1	\$1,200.00	\$400.00	\$800.00	\$1,200.00
2	\$0.00	\$500.00	\$900.00	\$1,400.00
3	\$1,000.00	\$500.00	\$500.00	\$1,000.00
4	\$2,000.00	\$600.00	\$400.00	\$1,000.00
5	\$1,500.00	\$550.00	\$200.00	\$750.00
Sub. Tot.	\$5,700.00	\$2,550.00	\$2,800.00	\$5,350.00
Admin	\$3,000.00			
Tal	\$8,700.00		\$2,800.00	

The summary invoice shall 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

Beginning the first day of the second program month (April 1, 2014) and each month thereafter, HOPE South Florida, Inc. will submit program performance reports to the Department of Community and Economic Development. The report shall explain any problems encountered with the project's implementation, the selection policy statement including any preferences for individual with special needs, clearly indicate the names of the continuum of care referral agency, and attendance of clients who are receiving rental subsidies. The performance report must include the following:

I. Beneficiary Information:

- a) Client last name
- b) Household size
- c) Hispanic or Latino
- d) Race
- e) Type Client (i.e.) single/not elderly/single parent/two parents, etc.
- f) Household Income (as a percentage of Area Median income)

II. Unit and Contract Information:

- a) Number of bedrooms
- b) Security deposit amount
- c) Tenant rent
- d) TBRA subsidy
- e) Total rent
- f) Assistance paid to owner or tenant
- g) Newly assisted
- h) Lease term
- i) Utility deposit amount
- j) Administrative costs and supporting documents (including, but not limited to, Housing Quality Standards and Lead Based Paint Inspections)

EXHIBIT "D"

TIMETABLE/SCHEDULE FOR PROJECT(S)

Work Task	Completion Date
Identification of and relationship building with landlords in Hollywood area using, list of landlords who accept Section 8 vouchers, and other resources. Screening of clients for intake	Ongoing
Commence recruitment of homeless families in Hollywood for program, assignment to case management and review and update of any established care plans as appropriate	03/01/14
Start placement of clients in apartments. Assist with move in needs (security and utility deposits, donation of furniture and household items from thrift stores if needed, etc.)	03/31/14
Provide tenant based rental assistance, security deposits and utility deposits	04/01/14
A minimum of seven (7) clients (70% of 7 households served per month) will have increased earned income, and/or obtained or retained employment	09/30/16
A minimum of five (5) clients (50% of 10 households served per month) who are receiving assistance will be living in and maintaining their own apartment	09/30/18

** These are the anticipated work tasks and completion dates*