

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** October 29, 2024

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Ratifying the Submission of an Application to the Florida Division of Emergency Management for the Fiscal Year 2024-2025 Hurricane Loss Mitigation Program Grant for the Fire Station 31 Wind Hardening Project; Authorizing the Appropriate City Officials to Accept the Grant in the Amount of \$250,000.00 with No Required Matching Funds; Further Authorizing the Appropriate City Officials to Execute All Grant Documents and Agreements.

I have reviewed the above-mentioned matter with the participating Department/Office(s), and the proposed general business terms and other significant provisions are as follows:

- 1) Department/Division involved – Design and Construction Management
- 2) Type of Agreement – (*Pending*) Hurricane Loss Mitigation Program Grant Funding Agreement
- 3) Method of Procurement (RFP, bid, etc.) – n/a
- 4) Term of Contract:
 - a) initial – September 3, 2024 – June 30, 2025
 - b) renewals (if any) – n/a
 - c) who exercises option to renew – n/a
- 5) Contract Amount –\$250,000.00
- 6) Termination Rights – (*Pending*) Hurricane Loss Mitigation Program Grant Funding Agreement terms
- 7) Indemnity/Insurance Requirements – (*Pending*) Hurricane Loss Mitigation Program Grant Funding Agreement terms
- 8) Scope of Services – Fire Station 31 Wind Hardening Project

9) Other Significant Provisions:

AWARD OF THE PROJECT:

Due to the nature of this program, work will be allowed to begin upon issuance of an Award Letter from the Division. The Award Letter will contain an approved Scope of Work and Budget. This will allow work to begin while the contract is developed and executed.

After the Award Letter is issued, the Division will begin developing and routing the State-Funded Grant Agreement to be executed by both parties, indicating the encumbrance of funds.

Work will be monitored according to the approved scope of work. Work not completed according to the approved scope of work will not be eligible to be reimbursed.

Ineligible Expenses

Ineligible expenses under the HLMP Grant Program include:

- Work on non-site-built homes
- Equipment purchases
- Work on only part of a building when the roof is connected to another building that is not mitigated
- Generators and related wiring
- Work on mobile or manufactured homes

cc: George R. Keller, Jr. CPPT, City Manager