

FIRST AMENDMENT TO THE AGREEMENT BETWEEN THE CITY OF HOLLYWOOD AND HISPANIC UNITY OF FLORIDA, INC. (CDBG) TO PROVIDE EMERGENCY SERVICE ASSISTANCE

THIS FIRST AMENDMENT to the October 21, 2020 Community Development Block Grant Agreement is dated effective as of the ____ day of _____, 2021, (the "Effective Date") and is agreed to between the City of Hollywood, a municipal corporation of the State of Florida ("City"), and Hispanic Unity of Florida, Inc., a not-for-profit organization authorized to do business in the State of Florida, its successors and assigns ("Grantee"). 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. That Article IV entitled "Funding and Method of Payment" is amended as follows:
 - 4.1 That as of January 1, 2021, Grantee has been paid \$0.00, and the maximum remaining amount payable by the City under this First Amendment shall be \$16,984.00.
2. That a new Exhibit "A" entitled "Scope of Services is attached and incorporated by reference into the Agreement.
4. That a new Exhibit "B" entitled "Budget and Reimbursement Schedule" is attached and incorporated by reference into this Agreement.
5. That all other provisions of the October 21, 2020 Agreement shall be and remain the same and in full force and effect.

EXECUTION

IN WITNESS WHEREOF, CITY and Hispanic Unity of Florida, Inc. 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

JOSH LEVY, MAYOR

FIRST AMENDMENT TO THE AGREEMENT BETWEEN THE CITY OF HOLLYWOOD AND HISPANIC UNITY OF FLORIDA, INC. (CDBG) TO PROVIDE EMERGENCY SERVICE ASSISTANCE

APPROVED AS TO FORM AND LEGAL SUFFICIENCY FOR THE USE AND RELIANCE OF THE CITY OF HOLLYWOOD, FLORIDA, ONLY.

Approved by: _____
MELISSA CRUZ,
DIRECTOR OF FINANCIAL SERVICES

DOUGLAS R. GONZALES, CITY ATTORNEY

ATTEST:

HISPANIC UNITY OF FLORIDA, INC.

SECRETARY
Print Name: _____

BY: _____
Signature
Title: _____
Print Name: _____

EXHIBIT "A"

PROJECT DESCRIPTION

EMERGENCY SERVICE ASSISTANCE

As a result of the unprecedented health crisis caused by COVID-19, SUBGRANTEE shall assist the community with Emergency Service Assistance to include basic needs in the areas through emergency case management, re-employment application assistance, providing bilingual information to connect the community to resources like food distribution and employment. SUBGRANTEE's Center for Working Families (CWF) program 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.

Emergency assistance services provided through the CWF will include a combination of: 1) Assessment of family needs; 2) Case management; 3) Reemployment application assistance; 4) SNAP application assistance; 5) Assistance with Medicaid/Florida KidCare application 6) Job readiness and/or employment assistance

Specific objectives shall be:

SUBGRANTEE will assist 18 City of Hollywood residents during the remaining contract period.

The SUBGRANTEE agrees to aid in the dissemination of information and promotional materials relative to City of Hollywood initiatives that includes but is not limited to, placement of the promotional materials at the SUBGRANTEE offices and/or project sites as well as SUBGRANTEE disseminating information to participants that attend the programs. In addition, the SUBGRANTEE shall provide a complete mailing list of clientele with the exception of the clients where confidentiality is mandatory in accordance with any state, federal or local laws. 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 not to exceed \$16,984.00. Emergency Service Assistance - \$16,984.00.

SUBGRANTEE will be paid on the basis of meeting their established performance objective of assisting eighteen (18) City of Hollywood residents, hereinafter referred to as "clients", with emergency assistance services provided through the Center for Working Families (CWF) which includes a combination of: 1) Assessment of family needs; 2) Case Management; 3) Re-employment application assistance; 4) SNAP application assistance; 5) Assistance with Medicaid/Florida KidCare application 6) Job readiness and/or employment assistance. Commencing on January 1, 2021 and continuing through September 30, 2021 SUBGRANTEE will be paid at the desired rate of \$943.55 per client for 18 clients for the remainder of the grant. Case Management and Social Services Assistance services are anticipated to be provided according to the schedule below, and payments to SUBGRANTEE are anticipated to be paid at the rate of \$5,661.33 total per quarter for successfully meeting these services. [Except to remedy an under/over performance as more specifically set forth below].

For the period of January 1, 2021 – March 31, 2021

- For the quarterly period between January 1, 2021 – March 31, 2021, six clients shall receive emergency assistance services provided through the Center for Working Families (CWF) at the rate of \$943.55 per client. If the required six clients have been served during this period, the maximum quarterly amount will be paid.
- In the event that six clients are not served during this period, funding for each client served at the specified per-client rate will be paid. The remaining balance for unserved clients during this period will carry over and may be paid in any future quarterly period in which the clients are served.
- In the event that more than six clients per quarter are served, the client coverage may be carried over and included in the service count for any quarter that the required number of clients has not been served. If payment for any quarter will not equal the desired quarterly rate due to insufficient number of clients served, the per-client rate from a previous quarter's attendance coverage can be added to bring the quarterly payment equal to the desired quarterly rate.

For the periods of April 1, 2021 – June 30, 2021

- For the quarterly period between April 1, 2021 – June 30, 2021, six clients shall receive emergency assistance services provided through the Center for Working Families (CWF) at the rate of \$943.55 per client served. If the required six clients

- have been served during this period, the maximum quarterly amount will be paid.
- In the event that six clients are not served during this period, funding for each client served at the specified per-client rate will be paid. The remaining balance for unserved clients during this period will carry over and may be paid in any future quarterly period in which the clients are served.
 - In the event that more than six clients per quarter are served, the overage may be carried over and included in the service count for any quarter that the required number of clients has not been served. If payment for any quarter will not equal the desired quarterly rate due to insufficient number of clients served, the per-client rate from a previous quarter's attendance overage can be added to bring the quarterly payment equal to the desired quarterly rate.-.

For the periods of July 1, 2021 – September 30, 2021

- For the quarterly period between July 1, 2021 – September 30, 2021, six clients shall receive emergency assistance services provided through the Center for Working Families (CWF) at the rate of \$943.55 per client. If the required six clients have been served during this period, the maximum quarterly amount will be paid.
- In the event that six clients are not served during this period, funding for each client served at the specified per-client rate will be paid. The remaining balance for unserved clients during this period will carry over and may be paid in any future quarterly period in which the clients are served.
- In the event that more than six clients per quarter are served, the client overage may be carried over and included in the service count for any quarter that the required number of clients has not been served. If payment for any quarter will not equal the desired quarterly rate due to insufficient number of clients served, the per-client rate from a previous quarter's attendance overage can be added to bring the quarterly payment equal to the desired quarterly rate not to exceed the agreement amount.

The process for requesting contract payment is as follows:

The SUBGRANTEE shall submit a summary invoice that clearly details with each quarter's payment request and submit proper documentation to include a quarterly performance report further described in the attached Exhibit "C" and the demographic report. If the invoice and documentation are sent via electronic mail, the invoice must state "*This is an original, please do not pay from any other copy*" and must be signed by the agency's authorized representative.