

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners

DATE: August 9, 2018

FROM: Douglas R. Gonzales
City Attorney

SUBJECT: Proposed Agreement with Hope South Florida, Inc. for Tenant Based Rental Assistance utilizing State Housing Initiatives Partnership Funding (“SHIP”)

I have reviewed the above captioned agreement for form and legality. The general business terms and other significant provisions are as follows:

1) Department/Division involved – Dept. of Development Services/Community Development Division

2) Type of Agreement – Agreement

3) Method of Procurement (RFP, bid, etc.) - Best Interest. Section 38.40(C)(8). **This item requires a 5/7ths vote.**

4) Term of Contract

a) initial – commences September 15, 2018 and expires on June 15, 2019.

b) renewals (if any) – Yes.

c) who exercises option to renew – mutual.

5) Contract Amount - \$20,000.00

6) Termination rights – City may terminate for cause or for convenience.

7) Indemnity/Insurance Requirements - Hope South indemnifies and provides insurance. In addition, any contractors or subcontractors are required to indemnify and provide insurance.

8) Scope of Services – Hope South will provide tenant based rental assistance, security and/or utility deposits, and/or rapid re-housing services to City of Hollywood residents as permitted under SHIP regulations and laws. Funds are being awarded to eligible applicants in need of TBRA to remedy the risk of homelessness circumstances.

9) City’s prior experience with Vendor (if any) – Yes.

10) Other significant provisions – n/a

cc: Wazir A. Ishmael, Ph.D. City Manager