

FIRST AMENDMENT TO THE AGREEMENT BETWEEN THE CITY OF HOLLYWOOD AND SOUTH FLORIDA INSTITUTE ON AGING, INC. (CDBG) TO PROVIDE SENIORS TECHNOLOGY TRAINING

THIS FIRST AMENDMENT to the October 1, 2019 SOUTH FLORIDA INSTITUTE ON AGING, INC. CDBG AGREEMENT is dated effective as of the ____ day of _____, 2020, (the "Effective Date") and is agreed to between the City of Hollywood, Florida ("City"), and South Florida Institute on Aging, 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 May 25, 2020, Grantee has been paid \$7,500.00, and the maximum remaining amount payable by the City under this First Amendment shall be \$10,500.00.

2. That Article VIII entitled "Financial Responsibility" is amended as follows:

8.4 SUBGRANTEE must comply with OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. SUBGRANTEE agrees to provide a program specific audited financial statement prepared by a certified public accountant. If SUBGRANTEE receives in excess of 50% of its organizational funding through grant sources, SUBGRANTEE shall agree to provide to the City an organization-wide audited annual financial statement. All grant funds from the City should be shown via explicit disclosure in the annual financial statements and/or accompanying notes to the financial statements. The cash match and in-kind contributions should also be shown. Such financial disclosure information shall be filed with the City within ~~180~~ 90 days after the close of SUBGRANTEE'S fiscal year. SUBGRANTEE is responsible for costs associated with the above-mentioned audit. Only costs associated with an audit of CDBG Funds shall be charged as an eligible program cost. However, any costs associated with an audit of CDBG Funds must be incurred prior to the expiration or termination of this Agreement. These costs may be charged on a direct basis or by proration or cost allocation. To ensure compliance with these auditing requirements, SUBGRANTEE shall initiate the audit process prior to the end of the fiscal year. Selection of an auditor should be completed by the end of the third quarter of SUBGRANTEE's fiscal year.

3. That a new Exhibit "A" entitled "Project Description" 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 1, 2019 Agreement shall be and remain the same and in full force and effect.

EXECUTION

IN WITNESS WHEREOF, CITY and South Florida on Aging, 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

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

Approved by: _____
DAVID KELLER, INTERIM DIRECTOR OF FINANCIAL SERVICES

DOUGLAS R. GONZALES, CITY ATTORNEY

ATTEST:

SOUTH FLORIDA INSTITUTE ON AGING, INC.

SECRETARY
Print Name: _____

BY: _____
Signature
Title: _____
Print Name: _____

EXHIBIT "A"

PROJECT DESCRIPTION

Foster Grandparent Program

SUBGRANTEE operates its Foster Grandparent Program, which is an intergenerational program that provides senior volunteers to tutor and mentor children ages 3-11.

SUBGRANTEE's goal is to improve the child's social and academic performance in specific areas identified by the classroom teacher.

Specific objectives of Foster Grandparent Program shall be:

SUBGRANTEE will recruit and register seniors to tutor and mentor 50 Hollywood children in Hollywood schools.

Seniors Technology Training Program

As a result of the unprecedented health crisis caused by COVID-19, SUBGRANTEE to train Foster Grandparent Program volunteers virtually to learn how to use vital communication tools such as Zoom, Facetime, Google Hangouts, etc. Once the volunteers can use these tools, it will prepare them to provide support to Hollywood students in Hollywood schools should distance learning continue.

Specific objectives of the South Florida Institute on Aging, Inc. Senior Technology Training Program shall be:

SUBGRANTEE will assist four (4) Foster Grandparent Program volunteers that serve in the city of Hollywood receive technology training 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 AND REIMBURSEMENT SCHEDULE

Total CDBG project funding is not to exceed \$18,000.00

Foster Grandparent Program - \$7,500.00

SUBGRANTEE is paid on the basis of meeting their established performance objective of providing seniors to tutor and mentor 50 Hollywood children in Hollywood schools, hereinafter referred to as “clients” during the grant period commencing on October 1, 2019 and continuing through May 25, 2020 at the desired rate of \$30.00 per client for 250 clients.

Seniors Technology Training Program– \$10,500.00

SUBGRANTEE will be paid on the basis of meeting their established performance objective of providing technology training to four Foster Grandparent Program Hollywood senior volunteers (hereinafter referred to as “clients”), per month of each quarter during the grant period commencing on May 26, 2020 and continuing through September 30, 2021 at the established rate of \$1,312.50 per client for the remainder of the third quarter and at the established rate of \$437.50 per client, per month for the fourth quarter.

SUBGRANTEE is anticipated to be provided funding according to the schedule below, and payments to the SUBGRANTEE are anticipated to be paid at the rate of \$5,250.00 total per the remaining third quarter and the fourth quarter for successfully meeting these services. [Except to remedy an under/over performance as more specifically set forth below].

For the period of May 26, 2020- June 30, 2020

- For the quarterly period between May 26, 2020- June 30, 2020, four clients shall be provided technology training at the rate of \$1,312.50 for the remainder of this grant period. If the required four clients have been served during this period, the maximum quarterly amount will be paid.
- In the event that the number of clients participating is less than four clients, funding payments will be based upon the number of participating clients at the specified per-client rate during the quarterly period. If less than four clients participate in the programs during the quarterly period, then the differential funding amount not expended in this quarterly period will carry over to the next quarterly period.
- In the event that more than four clients participate, the attendance overage may be carried over and included in the client count for any quarter that the required four clients per month have 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, 2020- September 30, 2020

- For the quarterly period between July 1, 2020 - September 30, 2020, four clients shall be provided technology training at the rate of \$437.50 per month of this grant period. If the required four clients have been served each month during this period, the maximum quarterly amount will be paid.
- In the event that four clients are not served during any month of 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 may be used to cover any previous shortfall, not to exceed the agreement award.
- In the event that more than four clients per month are served, the attendance overage may be used to cover any previous shortfall, not to exceed the agreement award.

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.

EXHIBIT "C"

PERFORMANCE REPORTS

Beginning with the end of the first quarter of the contract year (October 1, 2019- December 31, 2019) and each quarter thereafter, SUBGRANTEE shall submit quarterly program performance reports to the Department of Development Services, Community Development Division. The report shall explain any problems encountered with the project's implementation and as follows: 1) List of clients (name, address, and any other pertinent information) and who reside in Hollywood; and 2) A City-issued quarterly Demographic Report to be completed by Liberia Economic and Social Development, Inc. In addition, beginning the last day of the first program quarter (December 31, 2019) and each quarter thereafter, the SUBGRANTEE shall complete a copy of sections 1, 4, and 6 of Exhibit "C" and submit to the Department n until services are completed.

SEC. 1	Quarterly report for:	South Florida Institute on Aging, Inc.
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SEC. 2	Funding for:	FY 2019-2020	CITY
	Subrecipient	South Florida Institute on Aging, Inc.	
	Tot. Allocation	\$18,000.00	
	Exp.	\$0.00	
	Committed	\$0.00	
	% of Tot. Allocation Committed	0%	
	Agreement Period (Annual)	Quarterly	

SEC. 3	Quantifiable Goal	South Florida Institute on Aging, Inc. Foster Grandparent Program and Seniors Technology Training Program	CITY
	(Quarterly)	four for the 3rd quarter and 12 for the 4th quarter)	

SEC. 4	Services Provided	Clients
	(Current Quarter)	

SEC. 5	Percentage of completion as per agreement.	CITY
	(Yearly)	

SEC. 6 NOTABLE ACTIVITIES FOR THE MONTH

EXHIBIT "D"

TIMETABLE/SCHEDULE FOR PROJECT(S)

Foster Grandparent Program – October 1, 2019 – May 25, 2020 Senior volunteers to tutor and mentor Hollywood children ages 3-11.

Seniors Technology Program - May 26, 2020- September 30, 2020- Providing technology training to Hollywood seniors, 62 and older.

EXHIBIT "E"

OMB CIRCULARS A-110 AND A-133

Circulars are available at 2600 Hollywood Blvd., Room 119, Hollywood, FL 33020

EXHIBIT "F"

Outcome Measurements and Quantifiable Goals

The Agency's Outcome Measurements and Quantifiable Goals will coincide with all Exhibits.

EXHIBIT "G"

Evaluation and Monitoring

The Department will carry out periodic monitoring and evaluation activities based upon the Risk Analysis performed by the Department.

This agency is considered a Low Risk Applicant.

The Low Risk Applicant Monitoring Schedule – Quarterly desk reviews at each request for reimbursement and one on-site monitoring per year prior to third quarter reimbursement.

EXHIBIT "D"

TIMETABLE/SCHEDULE FOR PROJECT(S)

