

## **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 CDBG project funding is \$12,137.00. Subgrantee will be paid on the basis of performance throughout a twelve (12) month period, from October 1, 2014- September 30, 2015 and eligible project expenses incurred.

For the period of October 1, 2014- December 31, 2014

Payment may be requested at a monthly at a rate of \$202.28 per client (5 clients total per month). The maximum monthly payment amount is \$1,011.41 unless a performance short fall occurred in a previous billing period. In such instances, the subgrantee may request payment over the monthly cap, provided it does not exceed the maximum allowed for the contract period.

For the period of January 1, 2015- March 31, 2015

Payment may be requested at a monthly at a rate of \$144.49 per client (7 clients total per month). The maximum monthly payment amount is \$1,011.41 unless a performance short fall occurred in a previous billing period. In such instances, the subgrantee may request payment over the monthly cap, provided it does not exceed the maximum allowed for the contract period.

For the period of April 1, 2015- September 30, 2015

Payment may be requested at a monthly at a rate of \$91.95 per client (11 clients total per month). The maximum monthly payment amount is \$1,011.41 unless a performance short fall occurred in a previous billing period. In such instances, the subgrantee may request payment over the monthly cap, provided it does not exceed the maximum allowed for the contract period.

The process for requesting contract payment is as follows:

The subgrantee shall submit a summary invoice that clearly details with each month's payment reimbursement request and submit proper documentation, project expenses incurred and which is 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 with the end of the first month of the contract year (October 31, 2014) and each month thereafter, Hope South Florida shall submit monthly program performance reports to the Community and Economic Development Department. The report shall explain any problems encountered with the project's implementation, and clearly indicate the names, addresses, and disposition of clients. Hope South Florida must maintain income certifications for those who are the beneficiaries of CDBG funds and agree to periodic monitoring of files.

In addition, beginning the first day of the second program month (November 1, 2014) and each month thereafter the Subgrantee shall complete a copy of sections 2, 4, and 5 (below) and the demographic report and submit to the Community and Economic Development Department until services are completed.

Monthly report for:	Hope South Florida
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Funding for:	FY 2014-2015
Subrecipient	Hope South Florida
Tot. Allocation	\$12,137.00
Expended	\$0.00
Remaining	\$0.00
Agreement Period (Months)	12

CITY

Quantifiable Goal	Client Case Management
(Annually)	11

CITY

Services Provided	Participants
(Current Month)	

### NOTABLE ACTIVITIES FOR THE MONTH

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**EXHIBIT  
"D"**

**TIMETABLE/SCHEDULE FOR PROJECT(S)**

October 2014	Recruitment of clients and scheduling with case manager(s)
Oct. 2014- Sept. 2015	Case Management
September 2015	Program Evaluation and Final report

**EXHIBIT "E"**

**OMB CIRCULARS A-110 AND A-133**

**Circulars are available at 2600 Hollywood Blvd. Room 203**

**EXHIBIT "F"**

**Outcome Measurements and Quantifiable Goals**

**The Outcome Measurements and Quantifiable Goals will coincide with all Exhibits. See attached.**

**E. OUTCOME MEASUREMENT GOALS FOR PUBLIC SERVICES AND ECONOMIC DEVELOPMENT AND THREE-YEAR PLAN:**

**Program:** LIVE Hope

Inputs	Activities	Outputs	Outcomes		
			Initial	Intermediate	Longer-term
<b>Staff:</b> One Part-time (PT) .5 FTE Job Developer / Employment Specialist.	The activity will provide job development services to reach out to and engage area employers to encourage hiring of formerly homeless clients in Hollywood housing and shelters and will also provide job placement and retention support for the clients.	Over the contract term, a min. of 14 clients will meet with Job Developer / Employment Specialist, as needed, at least once a month, and will participate in employment related activities (e.g. resume writing & employment workshops, job training & placement, vocational education, job search and placement, small business development, financial management, life skills classes)  A minimum of 25 contacts will be made with prospective employers, including but not limited to face-to-face meetings and duplicate contacts.	By Dec. 31, 2014, a minimum of 8 clients will be engaged in Employment Services (e.g. will actively seek employment and/or attend school/training to gain income and new skills.).  A minimum of 6 contacts will have been made with prospective employers.	By Mar. 31, 2015, a minimum of 14 clients will be engaged in Employment Services.  A minimum of 12 contacts will have been made with prospective employers.	By September 2015, 11 of 14 (78%) clients will have attained / maintained employment to gain income to help pay for housing.  A minimum of 25 contacts will have been made with prospective employers..

## Quantifiable Goals Table 2

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### First Quarter:

8 clients will be engaged in Employment Services (e.g. will actively seek employment and/or attend school/training to gain income and new skills.).

A minimum of 6 contacts will have been made with prospective employers.

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### Second Quarter:

14 clients will be engaged in Employment Services.

A minimum of 12 contacts will have been made with prospective employers.

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### Third Quarter:

A minimum of 10 clients will have attained / maintained employment to gain income to help pay for housing.

A minimum of 16 contacts will have been made with prospective employers.

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### Fourth Quarter:

11 of 14 (78%) of clients will have attained / maintained employment to gain income to help pay for housing.

A minimum of 25 contacts will have been made with prospective employers.

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