

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: CRA Chair and Board Members

DATE: September 21, 2017

FROM: Alan Fallik, Acting CRA General Counsel

SUBJECT: Proposed Property Improvement Program ("PIP") Grant Agreement with

I have reviewed the above Agreement for form and legality. The general business terms are as follows:

- 1) Department/Division Involved – CRA
- 2) Type of Agreement – PIP Grant Agreement
- 3) Method of Procurement (RFP, bid, etc.) - Pursuant to Resolution R-CRA-2011-64, the CRA Board has authorized the CRA Executive Director to approve PIP grants below \$25,000 in accordance with the PIP requirements
- 4) Term of Contract
 - a) initial – Commences upon execution of the Agreement and expires 60 days after the completion date.
 - b) renewals (if any) – no
 - c) who exercises option to renew – n/a
- 5) Contract Amount – In an amount not to exceed \$20,000.00. Total Project cost is estimated to be \$55,178.00. Funds are payable on a reimbursement basis upon completion of the improvements. In the event that Applicant fails to complete improvements by the completion date, CRA shall not be liable for reimbursement for any construction costs unless the CRA Executive Director agrees to do so in writing.
- 6) Termination Rights – a) In the event that required insurance lapses, the Agreement may be terminated by CRA; b) In the event that Applicant fails to commence its improvement project within thirty (30) days of the execution of the Agreement, CRA reserves the right to terminate the Agreement upon twenty-four (24) hours notice; c) CRA in its sole discretion may discontinue the PIP program at anytime; and d) Either party may cancel the Agreement upon thirty (30) days written notice.
- 7) Indemnity/Insurance Requirements – Applicant shall comply with City requirements.
- 8) Scope of Services - CRA shall provide a grant not to exceed \$20,000.00 and Applicant shall make comprehensive exterior property improvements on the property located at 330 N. Federal Highway.

cc: Jorge Camejo, CRA Executive Director