

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** February 7, 2018

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Community Block Grant Funding Agreement with The Community Enhancement Collaboration, Inc. for implementation and operation of the CEC Feeding Seniors Program

I have discussed the above Agreements with the participating Department/Office, and the proposed general business terms and other significant provisions are as follows:

- 1) Department/Division involved – Community Development Division
- 2) Type of Agreement – CDBG Block Grant Agreement
- 3) Method of Procurement (RFP, bid, etc.) – n/a
- 4) Term of Contract
 - a) initial – Commencing on March 1, 2018 and expires on Sept. 30, 2018.
 - b) renewals (if any) – none
 - c) who exercises option to renew – n/a
- 5) Annual Contract Amount – \$40,000.00. Payments to CEC are as outlined in Exhibit “B” of the Agreement.
- 6) Termination rights – (a) Agreement is contingent upon availability of funds. If funds are not available, then this Agreement shall terminate upon no less than 24 hours notice in writing to the subgrantee; (b) if the subgrantee fails to commence work within three months from the date of execution of this Agreement, or fails to fulfill in a timely and proper manner its obligations, or subgrantee violates the terms of this Agreement, City has the right to terminate this Agreement or suspend payment by written notice and specifying the effective date of such suspension or termination at least five (5) days before the effective date; and (c) Either party may terminate upon thirty (30) days notice and stating the reason for such termination.
- 7) Indemnity/Insurance Requirements – To the extent permitted by law, subgrantee agrees to indemnify the City.
- 8) Scope of Services – CEC will operate a Feeding Seniors Program as more specifically set forth in Exhibit “A” of the agreement.

TERM SHEET CONT'D CEC CDBG FUNDING AGREEMENT FOR FEEDING SENIORS PROGRAM

9) City's prior experience with Contractor (if any) – Yes.

10) Other significant provisions – n/a

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