

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners

**DATE:** July 28, 2020

**FROM:** Douglas R. Gonzales, City Attorney

**SUBJECT:** Proposed Agreement with Florida Division of Emergency Management to Participate in FEMA Grant Program for COVID-19

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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 – Financial Services
- 2) Type of Agreement – Federally-Funded Subaward and Grant Agreement
- 3) Method of Procurement (RFP, bid, etc.) – N/A
- 4) Term of Contract
  - a) initial – From date of execution by both parties to date State closes City's account for COVID-19.
  - b) renewals (if any) -
  - c) who exercises option to renew -
- 5) Contract Amount – The amount of grant monies to be received is to be determined.
- 6) Termination rights – State can terminate for convenience by giving 30 days' notice.
- 7) Indemnity/Insurance Requirements – City will indemnify State.
- 8) Scope of Services – State will provide grant monies to City as reimbursement for costs incurred by the City for emergency protective measures related to COVID-19.
- 9) City's prior experience with Vendor (if any) – Yes.
- 10) Other significant provisions – None.

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