

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** July 29, 2020

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Subrecipient Agreement with the Florida Housing Finance Corporation to receive CARES Act funding to be used by City to provide assistance to eligible recipients for programs that are related to the COVID-19 Emergency.

I have reviewed the above referenced Agreement with the participating Department/Office(s), and the proposed general business terms and other significant provisions are as follows:

- 1) Department/Division involved – Community Development Division
- 2) Type of Agreement – Subrecipient Agreement
- 3) Method of Procurement (RFP, bid, etc.) –n/a
- 4) Term of Contract:
 - a) initial – The term of this agreement is effective through March 31, 2021. However, the performance for the grant has been stated as March 1, 2020 through 12/30/20. Fund must be expended by 12/30/20.
 - b) renewals (if any) – n/a
 - c) who exercises option to renew- n/a
- 5) Contract Amount – In the amount of \$592,500.00.
- 6) Indemnity/Insurance Requirements – City shall maintain insurance.
- 7) Termination – Florida Housing Finance Corporation (“FHC”) may terminate without cause upon 24 hours written notice. FHC may terminate with cause pursuant to Event of Default provision. City may terminate with cause upon 10 days written notice.
- 8) Scope of Services – City will receive CARES Act Funds from FHC to be utilized for those program activities set forth in Paragraph C.4. of the Agreement.
- 9) Other Significant Provisions: (a) City is required to establish and maintain a CRF Trust Fund or a pooled account where CRF funds are clearly designated; (b) CRF funding availability must be advertised; (c) City is required to conduct a single or program specific audit; and (d) City must prepare the required quarterly and monthly reports.

cc: Dr. Wazir Ishmael, City Manager