

**FIRST AMENDMENT TO THE AGREEMENT BETWEEN THE CITY OF HOLLYWOOD AND HISPANIC UNITY OF FLORIDA, INC. (CDBG) TO PROVIDE CASE MANAGEMENT AND SOCIAL SERVICE ASSISTANCE**

THIS FIRST AMENDMENT to the October 1, 2019 HISPANIC UNITY OF FLORIDA, INC. AGREEMENT is dated effective as of the \_\_\_\_ day of \_\_\_\_\_, 2020, (the "Effective Date") and is agreed to between the City of Hollywood, Florida ("City"), and Hispanic Unity of Florida, Inc., a not-for-profit organization authorized to do business in the State of Florida, its successors and assigns ("Grantee"). It is hereby mutually understood and agreed by and between the parties hereto that said Agreement is amended upon the terms, covenants, and conditions hereinafter set forth.

1. That Article IV entitled "Funding and Method of Payment" is amended as follows:

4.1 That as of May 25, 2020, Grantee has been paid \$3,183.03, and the maximum remaining amount payable by the City under this First Amendment shall be \$27,816.97.

2. That Article VIII entitled "Financial Responsibility" is amended as follows:

8.4 SUBGRANTEE must comply with OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. SUBGRANTEE agrees to provide a program specific audited financial statement prepared by a certified public accountant. If SUBGRANTEE receives in excess of 50% of its organizational funding through grant sources, SUBGRANTEE shall agree to provide to the City an organization-wide audited annual financial statement. All grant funds from the City should be shown via explicit disclosure in the annual financial statements and/or accompanying notes to the financial statements. The cash match and in-kind contributions should also be shown. Such financial disclosure information shall be filed with the City within 180 ~~90~~ days after the close of SUBGRANTEE'S fiscal year. SUBGRANTEE is responsible for costs associated with the above-mentioned audit. Only costs associated with an audit of CDBG Funds shall be charged as an eligible program cost. However, any costs associated with an audit of CDBG Funds must be incurred prior to the expiration or termination of this Agreement. These costs may be charged on a direct basis or by proration or cost allocation. To ensure compliance with these auditing requirements, SUBGRANTEE shall initiate the audit process prior to the end of the fiscal year. Selection of an auditor should be completed by the end of the third quarter of SUBGRANTEE's fiscal year.

3. That a new Exhibit "A" entitled "Project Description" is attached and incorporated by reference into this Agreement.
4. That a new Exhibit "B" entitled "Budget and Reimbursement Schedule" is attached and incorporated by reference into this Agreement.
5. That all other provisions of the October 1, 2019 Agreement shall be and remain the same and in full force and effect.

EXECUTION

IN WITNESS WHEREOF, CITY and Hispanic Unity of Florida, Inc. intending to be legally bound, have executed this First Amendment to the Contract as of the day and year first above written.

CITY OF HOLLYWOOD, a municipal  
corporation of the State of Florida

ATTEST:

\_\_\_\_\_  
PATRICIA A. CERNY, MMC  
CITY CLERK

\_\_\_\_\_  
JOSH LEVY, MAYOR

Approved by: \_\_\_\_\_  
DAVID E. KELLER,  
INTERIM DIRECTOR OF  
FINANCIAL SERVICES

APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY FOR THE USE AND  
RELIANCE OF THE CITY OF HOLLYWOOD,  
FLORIDA, ONLY.

\_\_\_\_\_  
DOUGLAS R. GONZALES, CITY ATTORNEY

ATTEST:

HISPANIC UNITY OF FLORIDA, INC.

\_\_\_\_\_  
SECRETARY

Print Name: \_\_\_\_\_

BY: \_\_\_\_\_

Signature

Title: \_\_\_\_\_

Print Name: \_\_\_\_\_

## EXHIBIT "A"

### PROJECT DESCRIPTION

Hispanic Unity of Florida, Inc.

Economic Development Services  
and  
Case Management and Social Services Assistance

#### Bridge Program

SUBGRANTEE operates its Bridge Program, which is a workforce vocational training model for low to moderate income (LMI) Hollywood residents that are unemployed or underemployed. The trainings are focused on Customer Service and Sales (CSS) in the retail industry. The objective is to provide the hard and soft skills needed for participants to take a national certification exam, gain the certification from the National Retail Federation Foundation, enhance job opportunities and obtain employment in entry-level sales and middle management positions that may lead to career laddering. One-on-one employment coaching and wraparound services will also be available as needed.

SUBGRANTEE's Financial Stability Framework (FSF) includes Income Work Supports, Workforce Development, and Financial Capability & Asset Building. This fully integrated approach bundles access to a range of essential economic supports in a single, convenient location to empower LMI individuals with the knowledge and tools necessary to overcome barriers in achieving self-sufficiency and long-term financial stability. Hollywood residents will attend an orientation to learn about the services of the Bridge program. The CSS trainings will prepare them for careers in customer service and sales in high performance environments. The trainings, coupled with the one-on-one job/career coaching, will help participants obtain employment, increase income, and achieve self-sufficiency. The ultimate goal is to set them on the path to economic independence and asset building. Funds received from the City will go towards the operation of the program.

Specific objectives of Bridge Program shall be:

SUBGRANTEE will train three income-eligible Hollywood residents in Customer Service and Sales through the Bridge Program.

#### Center for Working Families (CWF)

As a result of the unprecedented health crisis caused by COVID-19, SUBGRANTEE shall assist the community with basic needs in the areas through emergency case management, re-employment application assistance, providing bilingual information to connect the community to resources like food distribution and employment. CWF integrates and bundles employment, income supports and financial literacy coaching and education to improve the lives of low-income individuals and families with a focus on long-term economic stability.

Emergency assistance services provided through the CWF will include a combination of: 1) Assessment of family needs; 2) Case management; 3) Reemployment application assistance; 4) SNAP application assistance; 5) Assistance with Medicaid/Florida KidCare application 6) Job readiness and/or employment assistance

Specific objectives of CWF shall be:

SUBGRANTEE will assist twenty-eight (28) City of Hollywood residents during the remaining contract period.

The SUBGRANTEE agrees to aid in the dissemination of information and promotional materials relative to City of Hollywood initiatives that includes but is not limited to, placement of the promotional materials at the SUBGRANTEE offices and/or project sites as well as SUBGRANTEE disseminating information to participants that attend the programs. In addition, the SUBGRANTEE shall provide a complete mailing list of clientele with the exception of the clients where confidentiality is mandatory in accordance with any state, federal or local laws. 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 not to exceed \$31,000.00

Bridge Program - \$3,183.03

SUBGRANTEE is paid on the basis of meeting their established performance objective of providing customer service and sales training focused on workforce development to 3 Hollywood residents, hereinafter referred to as “clients” during the grant period commencing on October 1, 2019 and continuing through May 25, 2020 at the desired rate of \$1,061.01 per client for 3 clients.

Center for Working Families (CWF) – \$ 27, 816.97

SUBGRANTEE will be paid on the basis of meeting their established performance objective of assisting twenty-eight (28) City of Hollywood residents, hereinafter referred to as “clients”, with emergency assistance services provided through the Center for Working Families (CWF) which includes a combination of: 1) Assessment of family needs; 2) Case management; 3) Re-employment application assistance; 4) SNAP application assistance; 5) Assistance with Medicaid/Florida KidCare application 6) Job readiness and/or employment assistance. Commencing on May 26, 2020 and continuing through September 30, 2020 SUBGRANTEE will be paid at the desired rate of \$993.46 per client for fourteen clients for the remainder of the third quarter and fourth quarter. Case Management and Social Services Assistance services are anticipated to be provided according to the schedule below, and payments to the SUBGRANTEE are anticipated to be paid at the rate of \$13,908.48 total per quarter for successfully meeting these services. [Except to remedy an under/over performance as more specifically set forth below].

For the period of May 26, 2020- June 30, 2020

- For the quarterly period between May 26, 2020- June 30, 2020, fourteen clients shall receive emergency assistance services provided through the Center for Working Families (CWF) at the rate of \$993.46 per client. If the required fourteen clients have been served during this period, the maximum quarterly amount will be paid.
- In the event that fourteen clients are not served during this period, funding for each client served at the specified per-client rate will be paid. The remaining balance for unserved clients during this period will carry over and may be paid in any future quarterly period in which the clients are served.
- In the event that more than fourteen clients per quarter are served, the client overage may be carried over and included in the service count for any quarter that the required number of clients has not been served. If payment for any quarter will not equal the desired quarterly rate due to insufficient number of clients served, the per-client rate from a previous quarter’s attendance overage can be added to bring the quarterly payment equal to the desired quarterly rate.

For the periods of July 1, 2020- September 30, 2020

- For the quarterly period between July 1, 2020 - September 30, 2020, fourteen clients shall receive emergency assistance services provided through the Center for Working Families (CWF) at the rate of \$993.46 per client served. If the required fourteen clients have been served during this period, the maximum quarterly amount will be paid.
- In the event that fourteen clients are not served during this period, funding for each client served at the specified per-client rate will be paid. The remaining balance for unserved clients during this period will carry over and may be paid in any future quarterly period in which the clients are served.
- In the event that more than fourteen clients per quarter are served, the overage may be used to cover any previous shortfall, not to exceed the agreement award.

The process for requesting contract payment is as follows:

The SUBGRANTEE shall submit a summary invoice that clearly details with each quarter's payment request and submit proper documentation to include a quarterly performance report further described in the attached Exhibit "C" and the demographic report. If the invoice and documentation are sent via electronic mail, the invoice must state *"This is an original, please do not pay from any other copy"* and must be signed by the agency's authorized representative.

# EXHIBIT "C"

## PERFORMANCE REPORTS

Beginning with the end of the first quarter of the contract year (October 1, 2019- December 31, 2019) and each quarter thereafter, SUBGRANTEE shall submit quarterly program performance reports to the Department of Development Services, Community Development Division. The report shall explain any problems encountered with the project's implementation and as follows: 1) List of clients (name, address, and any other pertinent information) who reside in Hollywood and have been determined income-eligible by Hispanic Unity of Florida, Inc. ; and 2) A City-issued quarterly Demographic Report to be completed by Hispanic Unity of Florida, Inc.

In addition, beginning the last day of the first program quarter (December 31, 2019) and each quarter thereafter, the SUBGRANTEE shall complete a copy of sections 1, 4, and 6 of Exhibit "C" and submit to the Department n until services are completed.

SEC. 1	Quarterly report for:	Hispanic Unity of Florida, Inc.	
SEC. 2	Funding for:	FY 2019-2020	CITY
	Subrecipient	Hispanic Unity of Florida, Inc.	
	Tot. Allocation	\$31,000.00	
	Exp.	\$0.00	
	Committed	\$0.00	
	% of Tot. Allocation Committed	0%	
	Agreement Period (Annual)	Quarterly	
SEC. 3	Quantifiable Goal	Econ. Dev./Case Management and Social Services Assistance	CITY
	(Quarterly)	14 for the 3rd quarter and 14 for the 4 <sup>th</sup> quarter)	
SEC. 4	Services Provided	Clients	
	(Current Quarter)		
SEC. 5	Percentage of completion as per agreement.		CITY
	(Yearly)	0%	
SEC. 6	NOTABLE ACTIVITIES FOR THE MONTH		

---



---



---

EXHIBIT "D"

TIMETABLE/SCHEDULE FOR PROJECT(S)

Bridge Program – October 1, 2019 – May 25, 2020 Work Force and Vocational Training.

CWF - May 26, 2020- September 30, 2020 Case Management and Social Services Assistance,  
Evaluation and Final Report.

EXHIBIT "E"

OMB CIRCULARS A-110 AND A-133

Circulars are available at 2600 Hollywood Blvd., Room 119, Hollywood, FL 33020

## EXHIBIT "F"

### Outcome Measurements and Quantifiable Goals

The Agency's Outcome Measurements and Quantifiable Goals will coincide with all Exhibits.

## EXHIBIT "G"

### Evaluation and Monitoring

The Department will carry out periodic monitoring and evaluation activities based upon the Risk Analysis performed by the Department.

This agency is considered a Low Risk Applicant.

**The Low Risk Applicant Monitoring Schedule** – Quarterly desk reviews at each request for reimbursement and one on-site monitoring per year prior to third quarter reimbursement.