



## **COMMUNITY PARTNERSHIP GRANT AGREEMENT**

### **Fiscal Year 2017-2020**

THIS AGREEMENT (hereinafter the "Agreement") is entered into this 1<sup>st</sup> day of October 2017, between the Hallandale Beach Community Redevelopment Agency, a public body corporate and politic (hereinafter referred to as the "HBCRA") and Housing Foundation of America, Inc. (HFA) Inc., a Florida not for profit corporation (hereinafter referred to as the "GRANTEE").

**WHEREAS**, through the Annual 2017-2018 Fiscal Year Budget, the HBCRA has allocated grant funds to support Community Partnership programs and services that will benefit the residents of Hallandale Beach within the HBCRA Community Redevelopment Area; and

**WHEREAS**, the intent of this funding is to allocate resources to qualified non-profit organizations and publicly funded entities that provide community service programs, training opportunities and core educational services.

**NOW, THEREFORE**, in consideration of the mutual covenants and obligations herein set forth, the parties understand and agree as follows:

#### **1. Terms of Agreement**

The term of this agreement shall be for the period of **October 1, 2017, through September 30, 2018 ("Initial Term")**. The Agreement may be renewed for additional periods comprising the Renewal Option Periods from **October 1, 2018, through September 30, 2019; and October 1, 2019, through September 30, 2020**, at the end of the term at the sole option of the HBCRA. The Initial Term and Renewal Option Periods shall collectively be referred to as the "Agreement Term."

1.1 GRANTEE understands and acknowledges that the funding will only be for the Agreement Term stated herein. This Agreement is renewable at the sole discretion of the HBCRA, contingent upon but not limited to the following:

- A. Continued demonstrated and documented need for the services or priority area of funding;
- B. Satisfactory program performance by GRANTEE; and
- C. The availability of funds from the HBCRA. The HBCRA may, during the contract period, terminate or discontinue the services covered in this proposal at the end of HBCRA'S then current fiscal year upon forty-five (45) days prior written notice to the successful proposer. Such prior written notice will state that the lack of appropriated funds is the reason for termination.

This written notification will thereafter release the HBCRA of all further obligations in any way related to the services covered herein. This Agreement may be terminated with cause or without cause in accordance with the provisions contained in Section 10 of this Agreement.

## 2. Program Description/Deliverables and Project Execution

The HBCRA hereby grants to GRANTEE a Community Partnership Grant in an amount not to exceed \$35,000 in consideration of and on condition that the sum be expended in carrying out the purpose as set forth in the funding request and under the terms and conditions set forth in this Agreement. GRANTEE agrees to assume any obligation to furnish any additional funds that may be necessary to complete the project. Grantee agrees to assume any obligation to furnish any additional funds that may be necessary to complete the project. **Funding shall be used to benefit the residents of the HBCRA of Hallandale Beach.**

2.1. GRANTEE shall use funding for services as detailed in Exhibit A "Scope of Work/Work Plan", and Exhibit B "Budget". GRANTEE agrees to submit in writing, any deviation from the program as described in the exhibits attached to this Agreement for approval by the HBCRA prior to the implementation of changes.

## 3. Payment Request and Reporting Schedule

GRANTEE ensures that the Agreement requirements are met through completion of a Payment Request (Exhibit C) Monthly Report (Exhibit D), and a Final Report (Exhibit E) adhering to the following schedule:

<u>Report Number</u>	<u>Month</u>	<u>Date Due to HBCRA</u>
1	October Advance Request*	October 10
2	November Advance Request*	October 10
3	October Reports	November 10
4	November Reports	December 10
5	December Reports	January 10
6	January Reports	February 10
7	February Reports	March 10
8	March Reports	April 10
9	April Reports	May 10
10	May Reports	June 10
11	June Reports	July 10
12	July Reports	August 10
13	August Reports	September 10
14	September (Final Report)	October 10

3.1. If the Grantee's project is completed prior to the full fiscal year and all grant funds have been disbursed, a Final Report is due by the 10<sup>th</sup> of the next month after completion of the project. The HBCRA reserves the right to require reports more frequently than stated if necessary, but no more than once a month.

3.2. Reports are due on the 10<sup>th</sup> of each month. Reports not received by the 10<sup>th</sup> of the month will be paid the next month. Failure to submit a report when due will result in nonpayment for the month in which the report was due, payment will be paid the following month.

#### **4. Funding and Disbursement Requirements**

The amount of compensation payable by the HBCRA to the GRANTEE shall be based on the Units of Services rate (if applicable), Payment Schedule and conditions hereto incorporated into the Agreement.

- 4.1. The GRANTEE will provide units of deliverables, including various client services, and in some cases may include reports, findings and drafts as specified in this Agreement, which the HBCRA must receive and accept in writing prior to payment.

#### **5. Records, Documentation and Recordkeeping**

The GRANTEE shall establish and maintain sufficient records to enable the HBCRA to determine whether the GRANTEE has met the requirements of the Community Partnership Grant Agreement.

- 5.1. GRANTEE shall maintain all records related to performance of this Agreement and agrees to maintain satisfactory financial accounts, client demographic records, description of activities or services (including location, date and time/s), other related documents and records for the Project. Such records shall be available for a period of three years from the date of receipt of final payment under the Agreement, for inspection and audit by representatives of the HBCRA, at any reasonable time and place. If audit findings have not been resolved, the records must be retained beyond the three-year period as long as required for the resolution of the issue raised by the audit.

#### **6. Financial Accountability, Consequences and Recapture of Funds**

The HBCRA reserves the right to audit the records of the GRANTEE at any time during the performance of this Agreement and for a period of three years after its expiration/termination.

- 6.1. The HBCRA reserves the right to apply financial consequences or recapture funds in the event that the GRANTEE shall fail: (1) meet the minimum level of service or performance identified in the Agreement, (2) to comply with the terms of this Agreement, or (3) to accept conditions imposed by the HBCRA.
- 6.2. Financial consequences may include but are not limited to contract suspension, withholding payments until deficiency is cured, tendering only partial payment, refusing payment and/or cancellation of the Agreement.

#### **7. Dispute Resolution**

Any dispute concerning performance of the Agreement will be decided by the Community Partnership Grants Committee, who will reduce the decision to writing and serve a copy to the GRANTEE.

#### **8. Project Withdrawal**

If GRANTEE wishes to withdraw a Project, GRANTEE shall notify the HBCRA of this right pursuant to the Notices provision below.

- 8.1. In the event an approval project is not completed and payment have been disbursed or advance, said funds plus accrued interest must be returned/ refunded to the HBCRA.

## **9. Promotion of Program Services**

GRANTEE agrees to promote the HBCRA when marketing, website, media opportunities, etc. The GRANTEE further agrees to assist the HBCRA in making a strong case for Community Partnerships by providing timely, accurate data and reporting as requested regarding social service needs of the HBCRA.

## **10. Termination**

This Agreement shall be terminated upon the occurrence of:

- (1) Breach of this Agreement by the GRANTEE.
  - (2) GRANTEE'S failure to maintain 501(c) (3) status.
  - (3) GRANTEE'S failure to abide by local, state and federal laws.
  - (4) Written notice from the HBCRA to the GRANTEE to terminate the services under the Agreement; termination by the HBCRA may be for convenience.
  - (5) Written notice by the GRANTEE to the HBCRA of GRANTEE'S intent to terminate the Agreement.
- 10.1. Notice of termination shall be provided in accordance with the "NOTICES" section of this Agreement except that notice of termination by the HBCRA Manager, which the HBCRA Manager deems necessary to protect the public, health, safety, or welfare may be verbal notice that shall be promptly confirmed in writing in accordance with the "NOTICES" section of this Agreement.

## **11. Assignment**

Neither this Agreement nor any right or obligation provided for by this Agreement shall be assigned to a Sub recipient by the GRANTEE without the consent of the HBCRA.

## **12. Charitable Purpose**

Activities under this Agreement will not be used for the purpose of profit.

## **13. Obligations of GRANTEE**

The Grantee shall carry out the services and activities described in the Scope of Work/Work Plan, which is attached as Exhibit A. The Grant Application, Work Plan, Grant Guidelines and any subsequent change or addition approved in writing by the HBCRA is hereby incorporated in this Agreement as

though set forth in full in this Agreement. This Agreement may only be amended upon the written agreement of both the HBCRA and the GRANTEE.

GRANTEE acknowledges to have read and understands the contents of the Grant Guidelines and will act in accordance with these guidelines and procedures as a condition of acceptance of the funding.

## **14. Governing Laws and Compliance**

The GRANTEE shall comply with all applicable federal, state, and local laws, codes, ordinances, rules, and regulations in performing its duties, responsibilities, and obligations pursuant to this Agreement.

### **1. Federal Law**

The GRANTEE agrees to comply with all federal laws, including but not limited to:

- 14.1. Executive Order 11246, Equal Employment Opportunity, as amended by Executive Order 11375 and others, and as supplemented in the Department of Labor regulations.
- 14.2. The GRANTEE will not employ an unauthorized Alien. Such violation will be cause for termination of the Agreement.
- 14.3. The GRANTEE is a non-profit provider and is subject to the Internal Revenue Services (IRS) tax exempt organization reporting requirements (filing of a 990 or Form 990-N).

### **2. State Law**

This Agreement shall be governed by the laws of State of Florida and of Broward County, Florida. Any action for breach, enforcement, interpretation, or arising out this Agreement shall be brought only in the Circuit Court of the Seventeenth Judicial Circuit in and for Broward County, and the parties agree to submit to the jurisdiction of that Court. The parties waive trial by jury.

- 14.4. If any provision of the Agreement is held unenforceable, then such provision will be modified to reflect the parties' intention. All remaining provisions of this Agreement shall remain in full force and effect.

## **15. Insurance**

At all times during the term hereof, the GRANTEE shall maintain General Liability insurance acceptable to the HBCRA. Prior to commencing any activity under this Agreement, the GRANTEE shall furnish to the HBCRA an original Certificate of Insurance indicating that the GRANTEE is in compliance with the provisions of this Agreement.

- 15.1. The GRANTEE shall also provide Worker's Compensation Insurance as required by the laws of the State of Florida if employing an individual.
- 15.2. Indemnification

Each party assumes responsibility for the negligence of its own respective employees, appointees, or agents; and, in the event of any claims for damages or lawsuits for any remedy, each party will defend its own respective employees, appointees, or agents.

- 15.3. To the fullest extent permitted by law, the GRANTEE agrees to indemnify and hold-harmless the HBCRA, its officers and employees from any claims, liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney fees to the extent caused, in whole or in part, of the GRANTEE or persons employed or utilized by the GRANTEE in performance of the Agreement.

## 16. Notices

All notices provided for or required under this Agreement shall be made by certified mail, return receipt requested to the addresses set forth below:

**HBCRA of Hallandale Beach:**

Roger M. Carlton, HBCRA Executive Director  
400 S. Federal Highway  
Hallandale Beach, FL 33009

**With Copy to:**

Attn: Community Partnership Grants Program  
1000 NW 8<sup>th</sup> Avenue  
Hallandale Beach, FL 33009

**GRANTEE:**

Jeremy Montanti  
Housing Foundation of America, Inc.  
2400 South University Drive, Suite 200  
Pembroke Park, FL 33024

## 17. Contingencies

Both HBCRA and the GRANTEE recognize that there exists the possibility of contingent events which may adversely impact the GRANTEE'S ability to provide services as provided for under this and other agreements with other GRANTEE'S, including without limitation, the failure of contributors to remit funds pledged. In the event that any such contingencies should develop or occur, the HBCRA shall have the right to reduce the amount of funds, suspend the services until conditions change or terminate this agreement and be relieved of its obligation to deliver according to this agreement.

## 18. Representation of Authority

Each individual executing this Agreement on behalf of a party hereto hereby represents and warrants that he or she is, on the date he or she signs this Agreement, duly authorized by all necessary and appropriate action to execute this Agreement on behalf of such party and does so with full legal authority.

## 19. Multiple Originals

Multiple copies of this Agreement may be executed by all parties, each of which, bearing original signatures, shall have the force and effect of an original document.

**IN WITNESS WHEREOF**, the parties hereto have made and executed this Agreement on the respective dates under each signature: HBCRA Community Redevelopment Agency through its authorization to execute same by HBCRA Commission action on the 20th, day of September 2017, and Housing Foundation of America, Inc. signing by and through its Executive Director duly authorized to execute same.

**HBCRA**

ATTEST:

HBCRA Community Redevelopment Agency

\_\_\_\_\_  
Mario Bataille  
HBCRA Clerk

By \_\_\_\_\_  
Roger M. Carlton  
Executive Director

Approved as to legal sufficiency and form by  
HBCRA ATTORNEY

\_\_\_\_\_  
Jennifer Merino  
HBCRA Attorney

[EXECUTION CONTINUED ON NEXT PAGE]





**GRANTEE**

ATTEST:

\_\_\_\_\_  
(Name of Corporation)

\_\_\_\_\_  
(Secretary)

By

\_\_\_\_\_  
(Signature and Title)

(Corporate Seal)

\_\_\_\_\_  
(Print Name and Title Signed Above)

\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_.

**Provide notary attestation for Grantee's signature below:**

STATE OF FLORIDA     )  
COUNTY OF BROWARD    )

The foregoing Agreement was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2017,

by \_\_\_\_\_ as \_\_\_\_\_

(Name of Signatory)

(Title)

on behalf of \_\_\_\_\_

(Name of Entity)

Personally known\_\_\_\_ OR Produced Identification\_\_\_\_\_  
Type of identification produced:

\_\_\_\_\_

(Seal)



\_\_\_\_\_  
Notary Public – State of Florida

\_\_\_\_\_  
(Name of Notary Typed, Printed, or Stamped)



## EXHIBIT A

### WORK PLAN/SCOPE OF WORK

**Agency Name:** Housing Foundation of America, Inc. (HFA)

**Program Name:** H2H Homebuyer Club - Hallandale Beach

#### **I. Program Intent**

Housing Foundation of America, Inc. (HFA) provides potential first-time homebuyers residing in Hallandale Beach with financial education and workshops to help buyers become mortgage ready, facilitate buyers attempts to obtain mortgages, secure approved lenders to provide first mortgage loans to target population and promote, schedule and organize HUD approved pre-purchase education classes. HFA meets standards for housing counseling as set by the U.S. Dept. of Housing and Urban Development (HUD).

The Hallandale Beach H2H Homebuyer's Club facilitated by HFA and supported by a large consortium of partners is a program endorsed by Broward County Housing Council and Broward County Housing Services as an integral part of the County's 10-year Plan to End Homelessness.

With the inclusion of initiatives such as the NSP, Community Land Trusts, Family Self-Sufficiency and IDA programs, the H2H graduating members are able to deliver an impact on socio economic areas such as blighted areas, abandoned homes, purchase of foreclosures thus revitalizing communities and neighborhoods.

As a member of the H2H Homebuyer's club, residents will receive support and services such as, but not limited to the following:

- First-time homebuyer education and workshops to educate on availability of programs;
- Financial education and workshops to help buyers become mortgage read;
- Facilitate byers obtaining mortgages and other funding from additional sources;
- Promote and market housing units being developed through customary and creative outreach efforts;
- Schedule and organize HUD-approved pre-purchase education classes;
- Identify and secure approved lenders to provide first loans to target populations.

H2H Club members will be exposed to a variety of lessons and skills, which will help guide them on the journey to homeownership. Topics such as SMART Goal setting, budgeting/savings, preparing taxes, credit, applying for a mortgage and shopping for a home. Counselors and local professionals will work with club members each step of the way. Members who require extensive credit restoration will be referred to agencies that may charge a fee. The successful homebuyers will be rewarded with reimbursement of some or all of the costs of these services.

**A. Target populations:** Hallandale Beach H2H Homebuyer's Club will serve adults in need of affordable housing, potential to be a first-time home buyer in Hallandale and reside in the City of Hallandale Beach and meet at least one (1) of the following risk factors:

- Impending eviction from private home.

- Condemnation of the current residence.
- Sudden loss of income.
- Severe housing cost burden or increase in monthly rent.
- Pending foreclosure of rental housing.
- Credit problems that preclude them from obtaining housing.

#### B. Method of Service Delivery (Mandatory Components)

Service Name and Description
<b>Outreach Activities</b> – GRANTEE shall provide outreach activities through community events throughout the City.
<b>Intake and Assessment</b> – GRANTEE shall conduct an assessment of program participants at intake to determine strengths and barriers to homeownership.
<b>Individualized Action Plan</b> – GRANTEE shall create an action plan with each program participant identifying intervention strategies aimed at achieving goals.
<b>Pre-qualification Evaluation</b> – GRANTEE shall complete a prequalification evaluation for each program participant.
<b>Mortgage Application</b> – GRANTEE shall assist program participants in the completion of the package of documents for loan pre-approval.
<b>Closing/Post-Closing</b> – GRANTEE shall assist participants with homeownership counseling services.

#### C. Service Locations:

The GRANTEE shall provide program services at the following location(s):

Site	Street Address	City	Zip Code
South Florida Educational Development Center	620 NW 2 <sup>nd</sup> Avenue	Hallandale Beach	33009
Hallandale Library	300 South Federal Highway	Hallandale Beach	33009
Hallandale Church of Christ	305 North Dixie Highway	Hallandale Beach	33009

**D. Dates/Days/Hours of Operation:** The GRANTEE shall operate the program from October 1, 2017 through September 30, 2018. Daily hours of operation shall be as follows:

Dates	Time Start	Time End
H2H Club Meeting - Second Wednesday/Month	6:00 pm	8:00 pm
Quarterly 8 hour HUD Workshop	10:00 am	5:00 pm

Additionally, special program activities and events may take place on evenings and Saturdays as needed. The GRANTEE agrees to notify the City within three (3) days in the event of changes to service locations and/or hours of operation.

## E. Staffing Chart

Staff positions and duties shall be as follows:

Position	Primary Duties
Manager	Primary contact
Executive Director	Oversee project

## F. Partnership Recognition

The GRANTEE shall make a concerted effort to promote the CITY and the GRANTEE as partners for these program services. Program staff shall be fully aware of the partnership and able to articulate that their program is supported and funded by the CITY.

## G. File Management

Documentation: The GRANTEE will maintain all appropriate supporting documentation to demonstrate they satisfied the requirements for delivering services as it is defined and paid for during the contract period.

Statistical Demographic Report: The GRANTEE agrees to maintain complete and accurate data and support data quality assurance mechanisms. Failure to implement these measures may impact future funding.

## H. Method of Payment

1. CITY agrees to pay GRANTEE the total amount of **\$35,000.00** for work actually performed and completed pursuant to this Agreement, which amount shall be accepted by GRANTEE as full compensation for all such work. It is acknowledged and agreed by GRANTEE that this amount is the maximum payable and constitutes a limitation upon the CITY's obligation to compensate GRANTEE for its services related to this Agreement. This maximum amount, however, does not constitute a limitation, of any sort, upon the GRANTEE's obligation to perform all items of work required by or which can be reasonably inferred from the Scope of Services.
2. Payment shall be due within thirty (30) days of date stipulated on the invoice, provided invoice is accepted for payment. Payment shall be made only for approved invoices. The CITY retains the right to delay or withhold payment for services which have not been accepted by the CITY.
3. Notwithstanding any provision of this Agreement to the contrary, CITY may withhold, in whole or in part, payment to the extent necessary to protect itself from loss on account of inadequate work which has not been remedied or resolved in a manner satisfactory to the City's Contract Administrator or failure to comply with this Agreement. The amount withheld shall not be subject to payment of interest by CITY.

## I. Work Plan

Work Task	Start-Up Date	Date Completion of
Outreach – Community outreach, create marketing material; send newsletters and club information	10/2017	09/2018

## J. Performance Measures

The GRANTEE shall report individual outcome measurement results. Upon CITY request, GRANTEE shall also report in narrative form, the reasons for dropping-out and failures to achieve the outcomes, as well as, describing any factors that effected outcome achievement or measurement. The GRANTEE shall be responsible for purchasing and including in program budgets outcome tools applicable to their programs.

<b>Performance Measures</b> <b>H2H Homebuyer Club - Hallandale Beach</b> <b>October 1, 2017 – September 30, 2018</b>			
How Much Did We Do?			
Performance Measure	Goal per Contract	Evaluation Tool	Administration Schedule
# of Hallandale Beach residents actually served	75	Client Data Tracking Sheet	Analyzed on a Quarterly Schedule
How Well Did We Do It?			
% of funded allocation utilized	95%	Monthly Report	Analyzed on a Quarterly Schedule
Program Services Site Visit Observations and/or Programmatic Monitoring	On Track/Meets Expectations	Site Visit and Monitoring Report	Analyzed on a Quarterly Schedule
Is Anyone Better Off?			
# Participants to close on a home in Hallandale Beach	15 home closings	HUD Settlements Documents	Analyzed on a Quarterly Schedule

**EXHIBIT B**  
**BUDGET**

Expense Item	Amount Requested	Other /In-Kind Funding	Justification
<b>Personnel</b>	\$27,200	\$0.00	Executive Director: \$0.00; Manager \$0.00
<b>Consultants</b>	\$4,200	\$0.00	Rent (NOTE: will need to provide a copy of the lease and receipts of rental payment to the principal/owner)
<b>Supplies</b>	\$3,600	\$0.00	
<b>TOTAL Requests</b>	<b>\$35,000</b>	<b>\$0.00</b>	<b>TOTAL BUDGET: <u>\$30,000</u></b>

# **EXHIBIT C** **REQUEST FOR PAYMENT**

Contract Period: October 1, 2017 to September 30, 2018

1. <b>Project Name:</b> H2H Homebuyer Club - Hallandale Beach						
2. <b>Organization:</b> Housing Foundation of America, Inc. (HFA)						
3. <b>Purchase Order Number:</b>						
4. <b>Billing Month Covered:</b> **						
5. <b>% of Total Grant, Expended thru this Billing:</b>						
<b>6. Cost Categories</b>		<b>Total Expenditures Up to Last Billing</b>		<b>Expenditures This Billing</b>		<b>Total Expenditures To Date</b>
<b>A. Project Costs</b>						
Personnel						
Fringe Benefits						
Consultants/Contractors						
Travel						
Materials/Supplies						
<b>B. Grant Amount:</b>						
Funds Received to Date						
Available Grant Amount						
Remaining Balance						
<b>7. Activity</b>	<b>Units of Services (per year)</b>	<b>Rate Per Unit of Service* (per year)</b>	<b>Frequency of Services (per year)</b>	<b>Not to Exceed \$\$</b>	<b># Served</b>	<b>Monthly Payment Request</b>
Homebuyer education workshop – 8 hour workshop	Per Workshop (max of 4)	\$200.00	Quarterly	\$800		
Monthly H2H Club meeting	Monthly (max of 10)	\$250.00	Monthly	\$2,500		
Case Management – intake	110 annually	\$60.00	Monthly	\$6,600		
Case Management (credit/budgeting) (estimated)	60 annually	\$90.00	Monthly	\$5,400		
Case Management (loan pre-approval)	40 annually	\$192.50	Monthly	\$7,700		
Home Closing	8 annually	\$1,500.00	Per home closing	\$12,000		
				\$35,000	<b>Total request**</b>	

**\*\*All payments requests, with corresponding monthly report, shall be submitted to the HBCRA within 60 days of delivery of service. \* Above units of services is per grant year.**

**EXHIBIT C**  
**REQUEST FOR PAYMENT**  
**(Continued)**

<b>8. Detail of request for payment</b> <b>(Attach copies verifying unit of</b> <b>service, i.e. sign in sheets,</b> <b>registration forms, attendance</b> <b>logs, etc.)</b>			
Vendor Name	Invoice # (if applicable)	Description of Service	Amount

Total Request for Reimbursement \$ \_\_\_\_\_

**9. Certification:**

Through submission of this electronic report, I hereby certify that items 1-8 of this billing are correct and just and are based upon obligation(s) of records for the project; that the work and services are in accordance with the CRA's approved agreement including any amendments thereto; and that the progress of the work and services under the agreement are satisfactory and are consistent with the amount billed. Additionally, I certify that I have authority to submit the above on behalf of the Grantee.

\_\_\_\_\_  
**Signature of Authorized Representative**

\_\_\_\_\_  
**Date**



**Exhibit D**  
**FY 2017-2018**  
**MONTHLY PROGRESS REPORT**  
**Date Report Due: 10<sup>th</sup> of each month**  
**Reporting Period: \_\_\_\_\_**

<b>Project Name:</b>	H2H Homebuyer Club - Hallandale Beach	
Person Preparing the Report/ Job Title		Phone # (    )    -
Project Start-Up Date:	Project Completion Date:	Amended Completion Date, (if applicable):
<b>Project Description: (Add a brief description of what has happened with the program to date):</b>		

Project Cost	(A)	(B)	(C)	(D)	(E)
	Budget Allocation	Funds Expended this Month	Funds Expended to Date	Funds Remaining	Percentage of Funds utilized to date (C/A=E)
PERSONNEL				0	!Zero Divide
CONSULTANTS/ CONTRACTORS				0	!Zero Divide
EQUIPMENT (OVER \$5,000)				0	!Zero Divide
MATERIALS/ SUPPLIES				0	!Zero Divide
MISC/OTHER				0	!Zero Divide
INDIRECT/ ADMINISTRATION				0	!Zero Divide
<b>Total</b>	<b><u>\$ 0.00</u></b>	<b><u>\$ 0.00</u></b>	<b><u>\$ 0.00</u></b>	<b><u>\$ 0.00</u></b>	!Zero Divide

I certify that the information contained in this Monthly Report and Attachments are true and correct to the best of my knowledge.

\_\_\_\_\_  
 Signature of Authorized Representative

\_\_\_\_\_  
 Date

**EXHIBIT E**  
**FY 2017- 2018**  
**FINAL REPORT**

The Final Report is an opportunity for you to inform the City about the important work you do, and it is a valuable tool for the City to use in assessing the success of the project and future funding considerations for your organization. Please complete the report and submit to the City within thirty days of completion of your project.

**Organization:** Housing Foundation of America, Inc. (HFA)

**Date Final Report Submitted:** \_\_\_\_\_

**1. Complete the chart below:**

**A. Project Information:**

Project Name:		
Person Preparing the Report/ Job Title		Phone #
Project Start-Up Date		
Number of participants served during this period _____	Hallandale Beach Residents _____	Non- Hallandale Beach Residents _____
Participant Status to Date	Active: _____	Terminations: _____ Successful: _____
Completion Date:		Total Number Served
Amended Completion Date (if applicable)		

**B. Project Cost:**

Total Project Cost		Funds Expended to Date	Percentage
City Funding	\$	\$	%
Other Funding	\$	\$	%
(specify source )			

**FINAL REPORT  
(Continued)**

**2. Please provide the information requested below on Agency letterhead. All information must be submitted typed using an 11pt font.**

- i. The actual number of individuals served by the City grant award. (Provide back-up to support number of individuals served; i.e. copies of sign-in sheets, call logs, etc.)
- ii. List the specific activities used to accomplish the project goals and objectives. In the case of classes, workshops, performances, and the like, indicate the number, frequency, duration, and number of participants. Example: A total of six workshops took place on a monthly basis with each workshop lasting two hours. Ten individuals attended each workshop. (Provide copies of participant attendance logs.)
- iii. List the evaluation methods used to determine the extent to which objectives and goals were met. Provide copies of evaluation tools, such as surveys or tests, when possible. If no evaluation tool is used, please indicate such.
- iv. Indicate how you publicly recognized The City of Hallandale Beach. For example, brochures, program booklet, in annual report, press release, web site. Provide copies of all collateral materials and copies of any media coverage the project has received.
- v. Describe unexpected challenges or opportunities you encountered, if any. You may want to explain why you were unsuccessful at some levels of services. You are also encouraged to share your success stories.
- vi. Please also submit the following financial information:
  - a. Accounting of actual expenses using the Final Expenditure Report Form provided.
  - b. Copies of all expenditures to include receipts, payroll, etc.
- vii. Submit an overall Project Summary.
- viii. The Final Report must be signed by the Authorized Representative.



**FINAL REPORT  
(Continued)  
FINAL EXPENDITURE REPORT FORM**

<b>Program Name:</b>		<b>Organization:</b>				
	<b>(A)</b>	<b>(B)</b>	<b>(C)</b>	<b>(D)</b>	<b>(E)</b>	<b>(F)</b>
	<b>Budget Allocation</b>	<b>Other Program Funds</b>	<b>Other Grant Funds</b>	<b>In-Kind Funding</b>	<b>Total Program Budget</b>	<b>Budget Computation and Justification</b>
<b>PERSONNEL</b>						
<b>CONSULTANTS/ CONTRACTORS</b>						
<b>EQUIPMENT (OVER \$5,000)</b>						
<b>MATERIALS/ SUPPLIES</b>						
<b>MISC/OTHER</b>						
<b>INDIRECT/ ADMINISTRATION</b>						
<b>Total</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

**REMEMBER TO ATTACH ALL EXPENDITURE RECEIPTS RELATED TO GRANT FUNDS PROVIDED BY THE CITY OF HALLANDALE BEACH.**

**I certify that the information contained in this Final Report, including Budget and Attachments are true and correct to the best of my knowledge.**

\_\_\_\_\_  
**Signature of Authorized Representative**

\_\_\_\_\_  
**Date**

**Thank you in advance for your Final Report. Submit the Final Report to:**

**Community Partnership Grants  
1000 NW 8<sup>th</sup> Avenue  
Hallandale Beach, FL 33009**