

## **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 City of Hallandale Beach, a municipal corporation of the State of Florida (hereinafter referred to as the "CITY/GRANTOR") and Hallandale Symphonic Pops Orchestra, Inc., a Florida not for profit corporation (hereinafter referred to as the "GRANTEE").

**WHEREAS,** The City of Hallandale Beach (City/Grantor) through the 2017-2018 Fiscal Year Budget has grant funds to support Community Partnership programs and services that will benefit the residents of Hallandale Beach; 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 CITY. 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 CITY, 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 CITY. The CITY may, during the contract period, terminate or discontinue the services covered in this proposal at the end of CITY'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 CITY 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 CITY hereby grants to GRANTEE a Community Partnership Grant in an amount not to exceed **\$40,000** 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 City 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 City 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 City</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 CITY 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 CITY 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 CITY 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 CITY 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 CITY, 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 CITY 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 CITY 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 CITY.
- 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 CITY 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 City.

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

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

## **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 CITY to the GRANTEE to terminate the services under the Agreement; termination by the CITY may be for convenience.
  - (5) Written notice by the GRANTEE to the CITY 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 City Manager, which the City 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 CITY.

## **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 CITY 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 CITY 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 CITY. Prior to commencing any activity under this Agreement, the GRANTEE shall furnish to the CITY 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 CITY, 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:

**City of Hallandale Beach:**

Roger M. Carlton, City Manager  
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:**

Armin Lovenvirth  
Hallandale Symphonic Pops Orchestra, Inc.  
P. O. Box 85084  
Hallandale Beach, FL 33008

## 17. Contingencies

Both CITY 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 CITY 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.

[Execution on Next Page]

**IN WITNESS WHEREOF**, the parties hereto have made and executed this Agreement on the respective dates under each signature: CITY OF HALLANDALE BEACH through its authorization to execute same by City Commission action on the 20th, day of September 2017, and Hallandale Symphonic Pops Orchestra, Inc., signing by and through its President duly authorized to execute same.

**CITY**

ATTEST:

CITY OF HALLANDALE BEACH

\_\_\_\_\_  
Mario Bataille  
City Clerk

By \_\_\_\_\_  
Roger M. Carlton  
City Manager

Approved as to legal sufficiency and form by  
CITY ATTORNEY

\_\_\_\_\_  
Jennifer Merino  
City 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   )

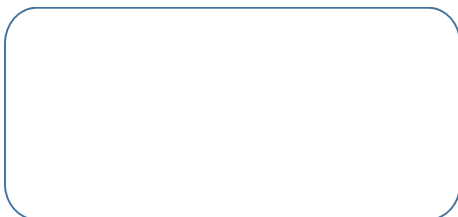
The foregoing Agreement was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2017,

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:** Hallandale Symphonic Pops Orchestra, Inc.

**Program Name:** Hallandale Symphonic Pops Orchestra City Concert Series

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

The Hallandale Symphonic Pops Orchestra, Inc. (The Pops) is a city-based symphonic orchestra created to cultivate an appreciation for classical music and promote a musical culture for city residents. The Pops orchestra plays popular music.

The concert series consists of four (4) performances between December through March. These four months are when the population of the City increases expanding the opportunity to attend concerts. Performances are held at the Arts and Culture Center of Hollywood. The auditorium is one floor with 500 auditorium seats in rows.

A 50 piece orchestra is set up on the stage. The instruments played are violins, viola, cello, brass, flute, oboe, clarinet, saxophone, bassoon, French horn, trombone, piano, percussion. Shows begin promptly at 7:30 p.m. An announcer welcomes all and introduces the conductor, as well as each musical piece and a brief history behind the music and its composer. The concert has an intermission and ends at 10:00 p.m.

These performances help with the celebration of Holidays, Events, and Milestones. Music is an essential part of most celebrations. Orchestral holiday music is a family-friendly way to ring in the season. The Pops has a long historical significance in the city for the last 28 years by bringing musical culture to the residents. Season tickets are available at a cost of \$120.00 per person for all four concerts. A single ticket is \$30. Season tickets are sold in advance each year by mail or at the box office. The Hallandale Beach Parks and Recreation Department offers, at no cost, use of the Cultural Center for the orchestra to practice. The City of Hollywood provides four (4) officers and two police cars for security. Local students serve as volunteers.

- A. **Target populations:** Hallandale Symphonic Pops Orchestra City Concert Series target audience is residents of the City of Hallandale Beach whom have an interest in Pops style orchestra music and popular show tunes.

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

Service Name and Description	# of Participants to Be Served
Hallandale Symphonic Pops Concert Series 2017-2018 – GRANTEE shall offer four (4) performances between December 2017 through March 2018.	1,200

**C. Service Locations:**

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

Site	Street Address	City	Zip Code
Arts and Culture Center of Hollywood	1770 Monroe Street	Hollywood	33020

**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	Start Time	End Time
Tuesday, December 5, 2017	7:30 pm	10:00 pm
Tuesday, January 2, 2018	7:30 pm	10:00 pm
Tuesday, February 6, 2018	7:30 pm	10:00 pm
Tuesday, March 6, 2018	7:30 pm	10:00 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:

# of staff	Position	Primary Duties
1	Maestro	Conduct orchestra at each performance; study, explore and analyze the music for each performance in coordination with board of directors selects content of each concert.
1	Orchestra Manager	Coordinates with a conductor schedule of rehearsals, attendance of musicians, located musicians as needed works in tandem with venue coordinator oversee venue preparation and all logistics.
9	Soloist	An individual singer/entertainer that is being featured in some way at the concert.
44	Musicians	Play various instruments as part of the Pops orchestra. Each experienced musician is paid for each concert performance.
1	Assistant Director	Subcontracted position. Works for Arts and Culture Center. Responsible for program evaluation, satisfaction surveys, visitor services, venue set up, lighting and PR for orchestra.

## **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 **\$50,000.00** 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 of Completion
Confirm terms for use of venue for season	May 2017	May 2017
Set dates and time for concerts	May 2017	July 2017
Begin coordination and logistics for concert, the first in December 2017	May 2017	September 2017
Advertise, post-concert dates on face book and city calendars, work on promotion of the concert	August 2017	March 30, 2018
Concert performances held	December 5, 2017	March 6, 2018
Compile data for each quarter and complete monthly reports	January 2018	April 30, 2018
Complete final report and close out contract	April 1, 2018	April 30, 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>Hallandale Symphonic Pops Orchestra City Concert Series</b> <b>October 1, 2017 – September 30, 2018</b>			
<b>How Much Did We Do?</b>			
<b>Performance Measure</b>	<b>Goal per Contract</b>	<b>Evaluation Tool</b>	<b>Administration Schedule</b>
# of concerts held	4	Concert Facility rental/Play Bill	Analyzed on a Quarterly Schedule
# of attendees at concert series	1,200	Ticket Sales Data Tracking Sheet	Analyzed on a Quarterly Schedule
<b>How Well Did We Do It?</b>			
% of funded allocation utilized	95%	Monthly Report	Analyzed on a Quarterly Schedule
Program Services Site Visit Observations and Programmatic Monitoring	On Track/Meets Expectations	Site Visit and Monitoring Report	Analyzed on a Quarterly Schedule
<b>Is Anyone Better Off?</b>			
% of satisfied attendees of concert series	95%	Satisfaction Surveys	Analyzed post each concert (4 total batches of surveys)

## EXHIBIT B

### BUDGET

Expense Item	Amount Requested	Other/In-Kind Funding	Justification
Personnel	\$37,300	\$11,600	Musicians: 44 x \$9,175 per musician x 4 performances = \$36,700; Orchestra Librarian: \$100; Parking Attendants: \$500, Maestro: 4 each x \$1,000 per concert x 4 concerts = \$4,000; Soloist = 3 each x \$300 per concert x 4 concerts = \$3,600
Office Supplies	\$1,000	\$1,200	Sheet music, toner, computer printing cartridges, etc.
Rent for Venue	\$10,000	\$2,000	\$2,000 per concert x 4 concerts = \$8,000; \$2,000 for Art Councils to coordinate visitor services
Equipment	\$200	\$0.00	Chair rental for orchestra; \$1 per chair x 50 chairs x 4 concerts = \$200
Printing	\$1,000	\$4,200	\$400 – print tickets; \$4,800 for professional printing of 12 page concert program
Videographer	\$0.00	\$1,000	Video made of each concert and placed on YouTube
Marketing	\$0.00	\$5,000	Part-time consultant to build website, set-up online ticket purchase, etc. - \$100 per hour x 50 hours = \$5,000
Strategic Planner	\$0.00	\$2,000	Consultant to assist board develop a sustainability plan \$100 per hour x 20 hours = \$2,000
Licensing	\$0.00	\$1,200	Paid annually
Membership Dues	\$0.00	\$500	Paid Annually
Administrative Cost	\$500	\$2,000	Accounting Clerk and IRS filings
TOTAL Requests	\$50,000	\$30,700	TOTAL BUDGET: <u>\$80,700</u>

**EXHIBIT C  
REQUEST FOR PAYMENT**

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

1. <b>Project Name:</b>						
2. <b>Organization:</b>						
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						
Equipment						
Travel						
Materials/Supplies						
Miscellaneous						
Indirect/Administration						
<b>B. Grant Amount:</b>						
Funds Received to Date						
Available Grant Amount						
Remaining Balance						
<b>7. Activity</b>	<b>Unit of Services</b>	<b>Rate Per Unit of Service</b>	<b>Frequency</b>	<b>Yearly Not to Exceed Amount</b>	<b># Served</b>	<b>Monthly Payment Request</b>
<b>Total request**</b>				<b>\$50,000</b>		

**\*\*All payments requests, with corresponding monthly report, shall be submitted to the CITY 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 (Attach copies verifying unit of service, i.e. sign in sheets, registration forms, attendance 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 CITY'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>		
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>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	!Zero Divide

Performance Measures:	Numbers:

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:**

**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><u>\$ 0.00</u></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>	<b><u>\$ 0.00</u></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