Hallandale Beach
PROGRESS. INNOVATION. OPPORTUNITY.

COMMUNITY PARTNERSHIP GRANTS

Grant Guidelines
Fiscal Year 2015-2017

(October 1, 2014 through September 30, 2017)

CRA

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OVERVIEW

PURPOSE

The Purpose of this document is to establish the guidelines and framework for the City of Hallandale Beach (City) and Hallandale Beach Community Redevelopment Agency (HBCRA) Community Partnership Grants program. The Program includes those grants approved by the City Commission and the HBCRA Board of Directors. The City and HBCRA reserves the right to change its guidelines and procedures during any grant cycle.

The City and HBCRA recognizes the need to supplement programs and services to meet the needs of the community. The purpose of the Community Partnership Grants Program is to award funding to support programs and services to benefit the residents of Hallandale Beach.

These Grant Guidelines provides the framework and guidelines for organizations wishing to participate in the Program. The following sets forth the criteria, eligibility, process to request and apply for funding, application evaluation, award, contract, reporting and payment requirements.

PRIORITY AREAS

Organizations meeting the below set forth criteria are eligible to apply for one Community Partnership Grant. Programs and services provided must benefit the residents of Hallandale Beach. ***Programs will be funded in the form of reimbursements for units of services provided***.

CITY OF HALLANDALE BEACH PRIORITY AREAS:

- Education
- Recreation, Cultural Arts and Activities
- Health and Wellness
- Law Enforcement/Criminal Justice

HALLANDALE BEACH COMMUNITY REDEVELOPMENT AGENCY PRIOIRTUY AREAS:

- Affordable Housing Attainability
- Workforce Development/Employment Opportunities/Training for Local Residents

GRANT ELIGIBILITY

ELIGIBLE APPLICANTS

- Must be a registered 501(c)(3) non-profit organization with the IRS* or a political subdivision under the State of Florida;
- Must have active corporate status with the State of Florida;
- Must be current on all financial obligations (including taxes) with the City and HBCRA; and
- Must certify operation of a Drug Free Environment.

** Faith Based organizations are an important part of the social service network. However, faith-based organizations cannot use City funds to support worship, religious instruction or proselytization. Religious activities must be offered separately and as a separate 501(c)(3) from the City supported activity. Faith-based organizations that participate in the City's program will retain independence from the local government and may carry out its mission provided City funds are not used to support religious activities. Furthermore, organizations shall not discriminate against program beneficiary based on religion or religious belief.*

PROGRAMS NOT ELIGIBLE FOR FUNDING

- Capital campaigns
- Fundraising events
- Programs or services that promote religion
- Political activities
- Honorariums for guests
- Emergency funding
- Programs that primarily fund other organizations or individuals
- Building construction and repairs
- Land and land improvements
- Expenses related to staff attendance at seminars, workshops, symposiums, or conferences

GRANT/FUNDING CYCLES

The Community Partnership Grants Program is an open, transparent, and competitive process

that allows eligible programs to apply for multiyear (three year) funding for grants in excess of $10,000.

A yearly mini-grant (grants under $10,000) will be administered by the City. Only one application per grant cycle/per organization will be accepted under the program.

The program does not accept unsolicited proposals. Both the City and HBCRA operates on an October 1 to September 30 fiscal year.

CONFLICT OF INTEREST & CODE OF ETHICS

Members of the City Commission, HBCRA Board of Directors, Community Partnership Grants Evaluation Committee, and City Staff are subject to the "Florida Sunshine Laws", Florida Ethics Laws, Broward County Code of Ethics, the City Code of Ethics Manual, the City Protocol Manual and other applicable State Statutes, City Code of Ordinances and City Policies. This includes the requirement to disclose any Conflict of Interest and complete the appropriate forms. Forms are available in the City Clerk's Office and in the City's Website.

BACKGROUND SCREENING

Prior to Grantees providing services, all persons having access to and/or providing programming and/or services to the vulnerable sector, such as children, the elderly, or the disabled, shall pass a Level II criminal background screening in accordance with the requirements of Florida Statute. The background screening shall include employment history checks and both local and national criminal record checks coordinated through a law enforcement agency.

GRANTS

Community Partnership Grants are for applicants requesting an amount of grant funding greater than $ 10,000. ***Programs will be funded in the form of reimbursements for units of services provided.*** Only one application per organization every three (3) years will be accepted.

GRANT APPLICATION PROCESS AND AWARDING OF GRANTS

TIMELINE

Community Partnership Grants will be awarded on a three (3) year funding cycle, contingent upon available funding and allocation within the fiscal year budget. Specific dates and instructions will be published in March every three (3) years.

GRANT APPLICATION PROCESS

Applications for funding will be solicited through a Grant Announcement. Applications will be made available on the City's website. Notice will be posted on the City's website and an electronic email notification will be sent through the City's email notification system. Applicants are to deliver application packages, by mail or in person, by the deadline provided in the Grant Announcement. No facsimiles or emails will be accepted. **No late applications will be accepted.**

Complete proposals/applications, with required and supporting documentation, are to be delivered to:

Human Services Department
Austin Hepburn Center
750 NW 8 Avenue
Hallandale Beach, Florida 33009
ATTN: Community Partnership Grant Program

PRE-APPLICATION WORKSHOP

City staff will hold a pre-application workshop after the release of the Grant Application. Attendance to workshop is not mandatory; however, prospective applicants are **strongly encouraged** to attend. During the Workshop, applicants may ask questions

about the forms and requirements of the application.

CONE OF SILENCE

To ensure there is an ethical and fair process, after the completion of the Workshop, staff will no longer answer any questions related to the application. In addition, applicants are not to contact any members of the Community Partnership Grants Evaluation Committee.

REQUIRED DOCUMENTATION

It is understood, in order to facilitate the program's administration, a variety of documents may be used and modified from time to time by staff. Failure to include the required documentation set forth in the Grant Application will result in rejection of the application and automatic denial of funding. Failure to provide said documentation is not grounds for appeal.

The Grant Application shall be available on the City's website and at the Technical Assistance Workshop. The following documents are required for all proposals submitted for funding consideration:

- Application Checklist
- Grant Application for funding
- Copy of active Non-Profit Status from IRS
- Evidence of Incorporation from State of Florida – active status (www.sunbiz.org)
- List of Board Members, Director/Agency Head, Titles, Addresses & Phone Numbers
- Evidence of Financial Soundness (990 form) and documentation from a Financial Institution showing last three (3) months of operating expenses
- Letter of Support for the project (limit to three (3)) and proof of Leveraging of Funds (if applicable)
- Memorandum of Understanding/s if partnering with an organization/s
- Key Staff Resumes
- Certificate of Insurance
- Certification by Authorized Representative
- Copy of valid Business Tax Receipt

All Grantees are required to enter into a contract, also known as a Grant Agreement, with the

funding agency. The following document will become a part of the Agreement:

- Sworn Statement on Public Entity Crime Form
- Disability Non-Discrimination Certification Form
- Drug-Free Workplace Certification Form

Additional required Documentation - if *applicable*

- Copy of sub-contracts, executed leases agreement, or memorandum of understanding between agency and/or physical location (school, church, office, etc.) where service are to be offered, Level II criminal background screening in accordance with the State of Florida for employees/consultants if funding is for services to children, elderly or disabled.

The City may require additional information for the determination of the applicant's qualifications to provide the proposed services.

APPLICATION EVALUATION

Grant Applications shall be delivered to the Human Services Department by the time and date specified in Grant Application and timeline set forth every three (3) years. Late proposals will not be accepted. Proposals shall be delivered in the manner set-forth in the application.

After the closing date for acceptance of applications, the Human Services Director, or designee, will conduct a preliminary review of each proposal to confirm that the organization is eligible to apply, and determine that all required documents and other required supporting material have been included in the organization's application. Incomplete applications will be deemed to not meet the minimum requirements and will not receive further consideration. The incomplete application and attachments will be returned to the organization.

All applications that meet the eligibility and have provided a complete application package shall be reviewed by the Community Partnership Grants Evaluation Committee. The Committee shall review and rank applications as set forth in the below matrix. Applicants receiving an initial rating score of 70 or greater will be invited to the Committee to provide a brief oral presentation and answer questions of the Committee related to the application submitted. Following the oral presentation, the Committee will evaluate the applicant through an additional rating process to rank and provide

funding recommendations. No additional documentation or other materials shall be provided to the Committee.

APPLICATIONS MUST ACHIEVE A MINIMUM SCORE OF 70 POINTS FOR FURTHER FUNDING CONSIDERATION.

BELOW IS A SAMPLE OF AN EVALUATION TOOL AND SOME OF THE QUESTIONS THAT MAY BE USED TO SCORE THE APPLICATION

CATEGORY	POTENTIAL POINTS	ACTUAL POINTS
I. ORGANIZATIONAL BACKGROUND INFORMATION		
• Does the organization background information provide details about this organizations mission, history, and current services? Is this a new program or existing services?	20	
II. DESCRIPTION OF THE PROGRAM/PROJECT		
• What – Is the description of the proposed program clear? Is there a clear need for the program? • Does the service address a City priority area? • Who will be served and numbers to be served by the organization? • How will the services benefit Hallandale Beach residents? • Is there a fee for services? How much? Are scholarships or waivers available?	25	
III. METHODS OR STRATEGY FOR IMPLEMENTATION		

SAMPLE

• Is the project schedule/time table attached and complete? • Timeline – Evidence that program can start within established deadlines and reasonableness of timeline for implementing services proposed. • Are there specific activities to achieve goals and objective? • Is there a registration, referral, or recruitment process for participants? • Where & When – Location of the program & Days/Hours of Operation • Will the project have other agencies or organizations involved in the project as demonstrated by a MOU, letters of support , etc. and what are their duties and responsibilities? • Who will be responsible for the overall project and what are staff's responsibilities?	10	
IV. Did applicant submit a detailed Work Plan?	10	
V. EVALUATION OF PROGRAM/PROJECT		
• Does the applicant provide a detailed method or strategy to evaluate the program? • Performance Measures – Clear and measurable outcomes provided? Are the quantifiable?	10	
VI. SUSTAINABILITY		
• Does the applicant provide a detailed method or strategy for sustainability? What is the organizations sustainability plan for the next three year? • Does the applicant address how they would operate with a reduced amount of 50% requested?	10	
VII. BUDGET		
• Budget Provided? Is the budget information clear? • Are costs/expenses reasonable given the type of services?	15	
VIII. LEVERAGING OF FUNDS (EXTRA POINTS)	5	
IX. PARTNERSHIP(S)/COLLABORATIONS (EXTRA POINTS)	5	

SAMPLE

TOTAL POINTS	110	

The Committee will evaluate and provide a funding recommendation to the funding agency. The Human Services Department will prepare the agenda item to be presented to the governing body no later than September.

Applicants shall be notified of the Committee's recommendation by the deadline provided for in the timeline.

APPEALS

An appeal procedure will be made available to applicants that are not recommended for funding. The Appeal must be based on an error in fact or law. Alleged errors will be reviewed by the City Manager or Executive Director. Errors alleged based on law will be consulted with the City Attorney's Office. To initiate an appeal, the applicant must notify the City Manager/Executive Director in writing within five (5) business days from the date of the written notice of non-funding.

FINAL AWARD

The City Commission and HBCRA Board of Directors shall make the final grant decisions.

CONTRACT TERM AND REQUIREMENTS

CONTRACT

All grant recipients must enter into a contract, also known as a grant agreement, with the funding agency. Contracts are anticipated to commence on or about October 1, 2014 and to end September 30, 2017 with.

SITE VISIT AND MONITORING

The City shall administer the Program on behalf of the City and HBCRA. The Program's Grant Monitor (monitor) shall conduct a monitoring visit during the first quarter to provide technical assistance (if needed) and ensure that grantees are in compliance with the Grant Agreement. In preparation for the monitoring visit, the monitor will review all written data on file for the Grantee, such as application for funding, written

agreement and amendments, reporting requirements, documentation of previous monitoring and copies of audits (if applicable).

During the actual visit, the monitor will conduct a review of the Grantee's files to ensure they comply with all regulations governing their administrative, financial and programmatic operations and that they are achieving their performance objectives within schedule and budget. Grantee shall provide, upon request, copies of all financial and other documentation to substantiate any grant funding provided to grantee by the City. A clear written record of the on-site visit is kept by using a monitoring checklist. The assigned monitor will fill out the form during the visit.

At the end of the visit, the monitor concludes the visit by reviewing the tentative conclusions from the monitoring. Once the on-site visit is completed, the monitor shall email a copy of the checklist and results of the visit.

An initial site visit shall occur prior to December 1st. The assigned monitor contacts the agency to explain the purpose of monitoring and schedules a date and time for the on-site visit. Once this is completed, a confirmation email is sent before the scheduled visit to confirm all aspects of the monitoring and to explain what can be expected. In preparation for the monitoring visit, the monitor will review all written data on file for the Grantee, such as application for funding, written agreement and amendments, monthly reporting requirements, documentation of previous monitoring, and copies of audits (if applicable).

The mointor shall conduct quarterly on-site monitoring visits for each Grantee that receives funding over $10,000 during the program years. Monitoring shall entail a review of detailed information including: back up financial and other documentation to support Units of Services, ie; no. of clients served, attendance logs, items distributed, etc.

Grantees may be visited more frequently in order to assist with questions and check on program progress. A monitoring schedule will be prepared and the Grantee visits will be prioritized by determining if any organizations are considered high risk, i.e., new to the program–first year as a Grantee.

During the actual visit, a thorough review of the Grantee's files ensures they comply with all regulations governing their administrative, financial and programmatic operations and that they are achieving their performance objectives within schedule and budget. A clear written record of the on-site visit is kept by using a monitoring

checklist. The assigned monitor will fill out the form during the visit.

At the end of the visit, the monitor concludes the visit by reviewing the tentative conclusions from the monitoring. At this point, there will be a clear understanding between the monitor and Grantee of the areas of disagreement and agreement regarding the monitoring results and whether there are any concerns or findings. Once the on-site visit is completed, the monitor prepares a formal written letter describing the results of the visit, providing recognition of the Grantee's strengths and weaknesses. A copy of this letter will be kept on file with the Grantee's grant agreement and monthly reports.

If the Grantee is experiencing problems or is failing to comply with regulations, these issues will be specifically outlined in the monitoring follow-up letter, along with recommendations or requirements to address and rectify the problems. If a concern is issued for noncompliance, the monitoring follow-up letter will provide recommendations on how the situation can be remedied, but no additional action is required. When a finding is issued, the monitoring follow-up letter will identify a deadline for when the specific issues must be corrected. The monitor will then follow-up with the organization to make sure the corrections have been made.

For situations in which the recommended corrections have not been made, the organization will be issued a Final Notice of Compliance and provided thirty (30) days to complete the corrective steps with the intent to terminate the Grant Agreement should compliance not be achieved in 30 days. Failure to complete the corrective steps will result in notice of termination.

Upon failure of Grantee to provide documentation to substantiate the unit of service reimbursement, the monitor and/or Grantor may conduct an audit of Grantee's financial records and other files that may be necessary to perform said audit. In addition, this shall be considered a breach of the grant agreement subject to its termination. Upon termination, the funding agency may seek reimburement of any grant funds provided to Grantee which documentation to support said funding cannot be produced by Grantee and Grantee shall be prohibited from receiving any future grant funding from the City and HBCRA until such times as the information can be provided and verified by the Grantor.

Grantees who have been terminated for noncompliance shall have five (5) business days to file an appeal to the Community Partnership Grants Evaluation Committee. Said appeal will be heard within 30 days of the appeal.

MONTHLY REPORT

Grantee shall submit to the City a Monthly Report identifying all funded activities and units of services. The monthly report shall specify the units of service provided, with supporting documentation, served by the program and specify service provided. The City shall provide a standard monthly report form that may be supplemented by the organization with additional information.

FINANCIAL ACCOUNTABILITY

Payment requests shall be made at a minimum on a monthly basis. **Programs will be funded in the form of reimbursements for units of services provided**. Monthly reimbursement requests shall include supporting documentation to substantiate unit of service reimbursement monthly request. Grantees will only be reimbursed for expenditures enumerated under categories within the contract budget. **Payment requests shall be submitted to the Human Services Department by the 10th of each month. Upon review, the Human Services Director shall submit the Request to the City Manager/Executive Director, or her designee, for approval prior to the receipt of the request to the Finance Department for disbursement.**

Grantee may request up to two months of advances at the start of the contract period to cover program administrative and service costs. All approved advanced payments shall be recouped during the entire agreement period. No payments shall be disbursed prior to execution of the grant agreement.

FINAL REPORT

Grantee shall provide a final expenditure report to the City with the last monthly report. Final reports shall be submitted within 30 days of completion of the program/service provided.

REVOCATION OF FUNDING

Revocation of grant funding will be set forth in the grant agreement. The City Manager or Executive Director may terminate funding to Grantee in any of the following instances:

1. It is determined that the Grantee cannot or will not take the necessary action to bring the organization into compliance within the time provide by the City.
2. The City Manager or Executive Director determines that the nature or extent of noncompliance is extreme and warrants immediate termination of funding.
3. The Grantee is no longer officially recognized as a non-profit agency by the IRS.
4. The Grantee fails to comply with provisions of the grant agreement.

Upon determination of noncompliance or failure to take corrective steps set forth in the Final Notice of Compliance Letter, the City shall provide a written "Notification of Termination" by certified mail, return receipt requested, to the authorized representative listed in the Notices section of the grant agreement. The notification shall include the charges for such proposed action; sections of the contract or contractual obligations that the grantee is charged with violating; and a statement informing the Grantee of their right to request an appeal to the Community Partnership Grants Committee. In cases where it is determined that the nature or extent of noncompliance is extreme and warrants immediate termination of funding, immediate termination of the grant will occur.

CITY MINI-GRANTS

Mini-Grant funds are for requests up to $ 10,000. The HBCRA does not participate in the mini-grant program. Only City funding and priorities shall be awarded for mini-grants. Only one application per organization/per year will be accepted.

MINI-GRANT APPLICATION PROCESS AND AWARDING OF GRANTS

TIMELINE

Community Partnership Mini-Grants will be awarded annually, contingent upon available funding and allocation within the fiscal year budget. Specific dates and instructions will be published in April of each year.

Grant Application issued	May
Pre-Application Workshop	May
Grant Application deadline/due last business day in June	June (last business day)
Committee review and funding recommendations	July
Notice of Funding Recommendation	August
City Commission Award	September

GRANT APPLICATION PROCESS

Applications for funding will be solicited through a Grant Application. Applications will be made available on the City's website. Notice will be posted on the City's website and an electronic email notification will be sent through the City's email notification system. The above timeline with specific dates and instructions will be posted in April of each year. Applicants are to deliver application packages, by mail or in person, by the deadline provided in the Grant Application. No facsimiles or emails will be accepted. **No late applications will be accepted.**

Complete applications, with required and supporting documentation, are to be delivered to:

Human Services Department
Austin Hepburn Center
750 NW 8 Avenue

Hallandale Beach, Florida 33009
ATTN: Community Partnership Grant Program

PRE-APPLICATION WORKSHOP

City staff will hold a pre-application workshop after the release of the Grant Application. Attendance to the workshop is not mandatory; however, prospective applicants are **strongly encouraged** to attend. During the Workshop, applicants may ask questions about the forms and requirements of the Grant.

CONE OF SILENCE

To ensure there is an ethical and fair process, after the completion of the Workshop, City staff will no longer answer any questions related to the Grant Application. In addition, applicants are not to contact any members of the Community Partnership Grants Committee.

MINI-GRANT REQUIRED DOCUMENTATION

It is understood, in order to facilitate the program's administration, a variety of documents may be used and modified from time to time by staff. Failure to include the required documentation set forth in the Grant Application will result in rejection of the application and automatic denial of funding. Failure to provide said documentation is not grounds for appeal.

The Grant Application shall be available on the City's website and at the Technical Assistance Workshop. The following documents are required for all proposals submitted for funding consideration:

- Application Checklist
- Grant Application for funding
- Copy of active Non-Profit Status from IRS
- Evidence of Incorporation from State of Florida – active status (www.sunbiz.org)
- List of Board Members, Director/Agency Head, Titles, Addresses & Phone Numbers
- Evidence of Financial Soundness (990 form) and documentation from a Financial Institution showing last three (3) months of operating expenses
- Letter of Support for the project (limit to three (3)) and proof of Leveraging of

Funds (if applicable)

- Memorandum of Understanding/s if partnering with an organization/s
- Key Staff Resumes
- Certificate of Insurance
- Certification by Authorized Representative
- Copy of valid Business Tax Receipt

All Grantees are required to enter into a contract also known as a Grant Agreement with the City. The following document will become a part of the Agreement:

- Sworn Statement on Public Entity Crime Form
- Disability Non-Discrimination Certification Form
- Drug-Free Workplace Certification Form

Additional required Documentation - *if applicable*

- Copy of sub-contracts, executed leases agreement, or memorandum of understanding between agency and/or physical location (school, church, office, etc.) where service are to be offered, Level II criminal background screening in accordance with the State of Florida for employees/consultants if funding is for services to children, elderly or disabled.

The City may require additional information for the determination of the applicant's qualifications to provide the proposed services.

MINI-GRANT – APPLICATION EVALUATION

Proposals shall be delivered to the Human Services Department by the time and date specified in the Grant Announcement and timeline set forth each fiscal year. Late proposals will not be accepted. Proposals shall be delivered in the manner set-forth in the Grant Announcement.

After the closing date for acceptance of proposals, the Human Services Director, or designee, will conduct a preliminary review of each proposal to confirm that the organization is eligible to apply, and determine that all required documents and other required supporting material have been included in the organization's proposal. Incomplete proposals will be deemed to not meet the minimum requirements and will not receive further consideration. The incomplete proposal and attachments will be returned to the organization.

All Grant Applications that meet the eligibility and provided a complete application package shall be reviewed by the Community Partnership Grants Evaluation Committee. The Committee shall review and rank applications as set forth in the below matrix. Applicants will be invited to the Committee to make a presentation and answer questions of the Committee related to the application submitted. Following the oral presentation, the Committee will evaluate the applicant through an additional rating process to rank and provide funding recommendations. No additional documentation or other materials shall be provided to the Committee.

APPLICATIONS MUST ACHIEVE A MINIMUM SCORE OF 70 POINTS FOR FURTHER FUNDING CONSIDERATION.

BELOW IS A SAMPLE OF AN EVALUATION TOOL AND SOME OF THE QUESTIONS THAT MAY BE USED TO SCORE THE APPLICATION

EVALUATION	POTENTIAL POINTS	ACTUAL POINTS
Does the organization background information provide details about this organizations mission, history, and current services? Is this a new program or existing services?	20	
Does the Project Description clearly describe the need for this project?	15	
How many clients will be served and for what period of time?	5	
How will the services benefit Hallandale Beach residents?	4	
Will the applicant work in collaboration with other organizations?	3	
Will the applicant provide scholarships/waivers?	2	
Is there a clear method or strategy for implementation?	10	
Did applicant submit a detailed Work Plan?	10	
Is there a process for evaluating the project?	10	
Budget Provided? Is the budget information clear?	10	
Are expenses reasonable based on the grant amount requested and services to be provided?	6	
Does organization have other grants/funds for this project?	5	

LEVERAGING OF FUNDS (EXTRA POINTS)	5	
PARTNERSHIP(S)/COLLABORATIONS (EXTRA POINTS)	5	
TOTAL POINTS	110	

The Community Partnership Grants Evaluation Committee will annually review the evaluation criteria and allocation of points assigned. The Committee will evaluate the applications and provide a funding recommendation to the City Commission. Applicants shall be notified of the Committee's recommendation by the deadline provided for in the timeline.

The Human Services Department will prepare the recommendations through an agenda item to be presented to the City Commission for approval no later than the first meeting in September.

APPEALS

An appeal procedure will be made available to applicants that are not recommended for funding. The Appeal must be based on an error in fact or law. Alleged errors will be reviewed by the City Manager. Errors alleged based on law will be consulted with the City Attorney's Office. To initiate an appeal, the applicant must notify the City Manager in writing within five (5) business days from the date on the City's written notice of non-funding.

CITY COMMISSION FINAL AWARD

The City Commission shall make the final mini- grant decisions.

MINI-GRANT CONTRACT TERM AND REQUIREMENTS

MINI-GRANT CONTRACT/AGREEMENT

All mini- grant recipients must enter into a contract, also known as a grant agreement, with the City. Contracts are anticipated to commence on or about October 1st of each year and to end September 30th the following year.

SITE VISIT AND MONITORING

The City's Grant Monitor (monitor) shall conduct a monitoring visit during the first quarter to provide technical assistance (if needed) and ensure that grantees are in compliance with the Grant Agreement. Thereafter, monitoring will be conducted during the third quarter of program operations or within 30 days prior to completion of the program (whichever comes first). In preparation for the monitoring visit, the monitor will review all written data on file for the Grantee, such as application for City funding, written agreement and amendments, reporting requirements, documentation of previous monitoring, and copies of audits (if applicable).

During the actual visit, the monitor will conduct a review of the Grantee's files to ensure they comply with all regulations governing their administrative, financial and programmatic operations and that they are achieving their performance objectives within schedule and budget. A clear written record of the on-site visit is kept by using a monitoring checklist. The assigned monitor will fill out the form during the visit.

At the end of the visit, the monitor concludes the visit by reviewing the tentative conclusions from the monitoring. Once the on-site visit is completed, the monitor shall email a copy of the checklist and results of the visit.

If the Grantee is experiencing problems or is failing to comply with regulations, these issues will be specifically outlined in a follow-up email, along with recommendations or requirements to address and rectify the problems. If a concern is issued for noncompliance, the monitoring follow-up email will provide recommendations on how the situation can be remedied, but no additional action is required. When a finding is issued, the monitoring follow-up email will identify a deadline for when the specific issues must be corrected. The monitor will then follow-up with the organization to make sure the corrections have been made.

For situations in which the recommended corrections have not been made, the organization will be issued a Final Notice of Compliance and provided thirty (30) days to complete the corrective steps with the intent to terminate the Grant Agreement should compliance not be achieved with that timeframe. Failure to complete the corrective steps will result in notice of termination.

Grantees who have been terminated for noncompliance shall have five (5) business days to file an appeal to the Community Partnership Grants Evaluation Committee. Said appeal will be heard within 30 days of the appeal.

MINI-GRANT REPORTING

Mini-grant programs will be entitled to an advance payment of funding at the request of the grantee. Grantee shall provide written justification by completing a Payment Request Form for disbursement of funds. The City shall provide a standard report form that maybe supplemented by the organization with additional information.

Grantee shall provide a final program summary and detailed expenditure report to the City within thirty (30) days of completion of the program. The report shall identify all funded activities including the number of Hallandale Beach clients served by the program and services provided within that period.

FINANCIAL ACCOUNTABILITY

Payment requests shall be submitted to the Human Services Director who shall review the payment request. Upon review, the Human Services Director shall submit the Request to the City Manager, or her designee, for approval prior to the receipt of the request to the Finance Department for disbursement.

All Mini-Grantees shall, upon request, be required to produce financial or other documentation to support the expenditures of the grant funding. Failure to produce said documentation shall be a breach of the Mini-Grant Agreement and shall prohibit Mini-Grantee from receiving any future grant funding from the City until such times as the information can be provided and verified by the City.

REVOCATION OF FUNDING

Revocation and termination of grant funding will be set forth in the mini-grant agreement. The City Manager may terminate funding to Grantee in any of the following instances**:**

(1) It is determined that the Grantee cannot or will not take the necessary action to bring the organization into compliance within the time provide by the City.
(2) The City Manager determines that the nature or extent of noncompliance is extreme and warrants immediate termination of funding.
(3) The Grantee is no longer officially recognized as a non-profit agency by the IRS.
(4) The Grantee fails to comply with provisions of the grant agreement.

Upon determination of noncompliance or failure to take corrective steps set forth in the Final Notice of Compliance Letter, the City shall provide a written "Notification of Termination" by certified mail, return receipt requested, to the authorized representative set forth in the Notices section of the mini-grant agreement. The notification shall include the charges for such proposed action; sections of the contract the grantee is charged with violating; and a statement informing the grantee of their right to request an appeal to the Community Partnership Grants Committee. In cases where it is determined that the nature or extent of noncompliance is extreme and warrants immediate termination of funding, immediate termination of the grant will occur.

COMMUNITY PARTNERSHIP GRANTS COMMITTEE

The Community Partnership Grants Committee is established for the purpose of reviewing, recommending, and overseeing the Community Partnership Grants Program.

MEMBERSHIP

The Committee shall be composed of 5 voting members, as further described below. [***appointees shall not have any interest, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or incur any obligation of any nature with nonprofits or other organizations that have been awarded a grant or will be applying for a Community Partnership Grant***]

Members of the City Commission and HBCRA Board of Directors shall make the following appointments to the committee, as follows:

A. Representatives from a Nonprofit organization (nationally or statewide non-profit organization)(Appointment by Mayor/Chair)

B. Hallandale Beach Business which has been in operation for at least 5 years (Appointment by Vice Mayor/Vice Chair)

C. Hallandale Beach Resident residing within the HBCRA** (at-large Appointment) – see below of criteria for appointment

D. Hallandale Beach Resident residing within the HBCRA** (at-large Appointment) – see below of criteria for appointment

E. Hallandale Beach Resident** (at-large Appointment) – see below of criteria for appointment

**Residents shall meet one or more of the following criteria to be indicated on their application:

- Possess background in working for or with a nonprofit or other Community Based Organization.

- Familiar with Community Based organizations and how to measure their success and impacts to the community.

- Experience in performance based and performance delivery processes;

- A demonstrated commitment and willingness to invest time and energy to ensure contracted results are met.

Staff support to the Committee is the Human Services Director, designee and/or a consultant.

Members of Boards and Committees and Staff Liaisons are subject to the "Florida Sunshine Laws", Florida Ethics Laws, the City Code of Ethics Manual, the City Protocol Manual and other applicable State Statutes, City Code of Ordinances and City Policies. This includes the requirement to disclose any Conflict of Interest and complete the appropriate forms. Forms are available in the City Clerk's Office and on the City's Website.

DUTIES

The Committee shall have the following functions and duties:

- Review and approve the Community Partnership Grant and Mini-Grant Applications prior to release;
- Review and provide recommendations to staff of the evaluation criteria and allocation of points assigned to each;
- Review and evaluate the submitted applications to provide a funding recommendation to the funding agency. The Committee shall hear oral presentations by applicants as part of the review and evaluation of the submitted grant applications. The oral presentations shall be in support of what has been provided in the application or otherwise demonstrate the information contained therein for clarification purposes. No new information or material not already provided in the application is to be presented during oral presentations. Following the oral presentation, the Committee will evaluate the applicant through an additional rating process to rank and provide funding recommendations (appeals of the Committee funding recommendation shall be made to the City Manager/Executive Director within five (5) days of notification); and
- Hear appeals filed by a Grantee whose grant agreement has been terminated.

ORGANIZATION, QUORUM, ABSENCES AND MEETINGS

The place, date and time of meetings shall be determined by the Committee. All meetings of the committee shall be open to the public, and the public notice of such meetings shall be provided in accordance with the Sunshine Law. Meetings shall be held in a City or public facility or in other locations as would facilitate the work of the Committee.

A majority of appointed members shall constitute a quorum. Committee members are subject to the rules and regulations as set forth in Resolution 2013-16, as amended from time to time, which governs the operation of boards and committees.