



20 N. Swinton Avenue
Delray Beach, FL 3444

Agenda Item #
September 28, 2017

8A3

~ CRA BOARD SUMMARY ~

**FUNDING AGREEMENT FY2017-2018
EXPANDING AND PRESERVING OUR CULTURAL HERITAGE, INC. (EPOCH)**

EPOCH applied for CRA A-GUIDE Funding for Economic Development and Recreation and Cultural Facilities in the amount of \$80,000 for fiscal year 2017-2018. This represents 29% of EPOCH's Proposed Budget of \$275,505. At the August 24, 2017 CRA Board Workshop meeting, the Board supported A-GUIDE funding in the amount of \$80,000 which was consistent with funding provided in FY 2016-17. In addition, the board supported an additional \$20,000 if EPOCH would work with staff to come up with a program/project to justify the additional funds. The additional \$20,000 is included in the budget and the funding agreement will be amended once the new program/project is received and approved by the CRA Board.

During the budget process, it was identified that consistent with funding provided in FY 2016-17, additional funding was allocated for the A-GUIDE applicants in the amount the City provides to them annually, in order to further assist the City in addressing other needs. This funding will be utilized towards activities associated with the A-GUIDE programs. The City's funding to EPOCH is \$31,000 for total funding in the amount of \$111,000 at this time.

Attached is an agreement outlining EPOCH's reporting and other responsibilities with regard to the funding provided. EPOCH will submit to the CRA Board, quarterly reports documenting the expenditure of funds and the progress towards the outcomes projected in the Goals and Outcomes Report and Budget for FY 2017-2018. Funds will be dispersed quarterly based on submittal of the associated quarterly reports.

Recommended Action:

Approve the Funding Agreement with EPOCH in the amount of \$111,000 for Fiscal Year 2017-2018.

Submitted By: Krista Walker, Contract Manager

Attachment(s): EPOCH Funding Agreement for FY 17-18

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**FUNDING AGREEMENT FOR FISCAL YEAR 2017-2018 BETWEEN THE
DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY AND
EXPANDING AND PRESERVING OUR CULTURAL HERITAGE, INC.**

THIS AGREEMENT is made this ____ day of _____, 2017 by and between the **DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY**, a public agency, (hereinafter referred to as "**CRA**"), and **EXPANDING AND PRESERVING OUR CULTURAL HERITAGE, INC.**, a Florida not-for-profit corporation., (hereinafter referred to as the "**EPOCH**").

WITNESSETH:

WHEREAS, increasing economic development through cultural opportunities within the Delray Beach Community Redevelopment Area is essential to the **CRA's** redevelopment plan and

WHEREAS, the **CRA** Board finds that the services and programs provided by **EPOCH** further the goals and objectives of the **CRA** as contained in the **CRA's** Redevelopment Plan by attracting visitors to and promoting economic development activity within the downtown area, and are in the best interest of the **CRA**; and

WHEREAS, the **CRA** will provide funding to **EPOCH**, pursuant to the terms and conditions of this Agreement, in order to assist **EPOCH** with activities that address the goals and objectives contained in the **CRA's** Redevelopment Plan, and the needs and priorities defined by the **CRA** in the **CRA's** "*A-GUIDE: Achieving Goals Using Impact Driven Evaluation*," for which **EPOCH** has applied and which have been awarded according to procedures specified in the **A-GUIDE**; and

WHEREAS, the **CRA** finds that this Agreement serves a municipal and public purpose, is consistent with the **CRA's** Redevelopment Plan, and conforms with the requirements of Florida law.

NOW, THEREFORE, in consideration of the mutual covenants and promises herein contained, the parties hereby agree as follows:

1. The recitations set forth above are hereby incorporated herein by reference.

2. The term of this Agreement shall commence upon execution by both parties. The Agreement shall continue in full force and effect until September 30, 2018.

3. The **CRA** is providing total funding to the **EPOCH** for fiscal year 2017-18 in an amount not to exceed One Hundred Eleven Thousand and 00/100 Dollars (\$111,000.00), consisting of Eighty Thousand and 00/100 Dollars (\$80,000.00) in A-Guide Funding, and Thirty One Thousand and 00/100 Dollars (\$31,000.00) in additional funding for fiscal year 2017-18 (the "Funding Amount"). The funds are to be used by **EPOCH** to support its organizational operations, and for the purpose of providing community and cultural programs in conformance with the programs/projects specified in the A-GUIDE documents in the Delray Beach Community Redevelopment Area. Quarterly payments in an amount not to exceed Twenty Seven Thousand Seven Hundred Fifty and 00/100 Dollars (\$27,750.00) shall be made by the **CRA** to **EPOCH** as provided herein. The first quarterly payment shall be provided by the **CRA** to **EPOCH** on October 1, 2017, with the condition that **EPOCH** will provide documentation as required by this Agreement. The remaining quarterly payments shall be provided by the **CRA** to **EPOCH** following the **CRA's** receipt and review of documentation required to be

submitted by **EPOCH** pursuant to this Agreement. The **CRA** has the right to withhold the quarterly payment after receipt of documentation from **EPOCH** until the **CRA** receives all additional information from **EPOCH** that the **CRA** deems necessary to analyze **EPOCH's** financial position.

4. **EPOCH** shall provide the **CRA** with program evaluations and financial reports on a quarterly basis. **EPOCH** shall use the forms attached as Exhibits "A" and "B", in order to document **EPOCH's** expenditure of funds and **EPOCH's** progress towards outcomes projected in the Goals and Outcomes Report and Budget. **EPOCH** will also be required to submit a Quarterly Balance Sheet. In addition, **EPOCH** may be required to present a quarterly update to the **CRA** board upon request. The program evaluation and financial reports shall be provided to the **CRA** no later than January 31, 2018, April 30, 2018, July 31, 2018 and October 31, 2018. The **CRA** may request that **EPOCH** provide additional information that the **CRA** deems necessary in order to fully evaluate the **EPOCH's** performance and financial status. The **CRA** reserves the right to withhold a quarterly payment in the event **EPOCH** fails to provide the **CRA** with the quarterly reports and any additional information requested.

5. **EPOCH** shall insure that all publicity, public relations, advertisements and signs recognize the **CRA** for the support of all activities conducted with the funds provided by the **CRA**, including sponsorship of holiday activities. The use of the **CRA** logo is permissible, but all signs or other advertising materials used to publicize **CRA** funded activities must be approved by the **CRA** prior to being utilized. Upon request by the **CRA**, **EPOCH** shall provide proof of the use of the **CRA** logo as required by this paragraph for projects funded pursuant to this Agreement.

6. Both the **CRA** and **EPOCH** agree that **EPOCH** shall at all times act as an independent contractor in the performance of its duties under this Agreement. Accordingly, **EPOCH** shall be responsible for the payment of all taxes including Federal and State taxes arising out of the **EPOCH'** activities in accordance with this Agreement including by way of illustration but not limitation, Federal income tax, Social Security tax, Unemployment Insurance taxes, and any other taxes or business license fees as may be lawfully required.

7. **EPOCH** hereby gives the **CRA**, through any authorized representative, upon reasonable notice, access to and the right to examine all records, books, papers, or documents relating to the funding provided pursuant to this Agreement. **EPOCH** hereby agrees to maintain books, records and documents in accordance with accounting procedures and practices which sufficiently and properly reflect all expenditures of funds provided by the **CRA** under this Agreement in accordance with the Florida Public Record Laws as provided in Chapter 119, Florida Statutes, as may be amended from time to time. **EPOCH** hereby agrees that if it has caused any funds to be expended in violation of this Agreement, it shall be responsible to refund such monies in full to the **CRA**, or if this Agreement is still in force, any subsequent request for payment shall be withheld by the **CRA**.

8. No prior or present agreements or representations with regard to any subject matter contained within this Agreement shall be binding on any party unless included expressly in this Agreement. Any modification to this Agreement shall be in writing and executed by the parties.

9. The validity of any portion, article, paragraph, provision, clause, or any

portion thereof of this Agreement shall have no force and effect upon the validity of any other part of portion hereof.

10. If the **CRA** determines pursuant to the A-Guide Logic Model and Evaluation Plan that **EPOCH** is not achieving the stated impacts and outcomes, or is otherwise not furthering the **CRA's** goals and objectives, the **CRA** shall provide written notice to **EPOCH** of such deficiency(ies), and **EPOCH** shall have fourteen (14) days from receipt of the notice to cure the deficiency(ies) to the satisfaction of the **CRA**. Should **EPOCH** fail to cure such deficiency(ies) to the satisfaction of the **CRA**, the **CRA** Board has the right to void the Agreement immediately after delivery of written notice to **EPOCH**. The **CRA's** Board shall have sole and absolute discretion with respect to the determination as to whether **EPOCH** is filling the **CRA's** goals and objectives.

11. This Agreement shall be governed by and in accordance with the Laws of Florida. The venue for any action arising from this Agreement shall be in Palm Beach County, Florida.

12. Notices pursuant to this Agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

CRA: Jeff Costello, Executive Director
20 N. Swinton Avenue
Delray Beach, FL 33444
Telephone No.: (561) 276-8640
Facsimile No.: (561) 276-8558

EPOCH: Charlene Jones, Executive Director
170 NW 5TH Ave
Delray Beach, Florida 33444
Telephone No.: (561) 279-8883

13. Neither the **CRA** nor **EPOCH** shall assign or transfer any rights or interest in this Agreement.

14. PUBLIC RECORDS. EPOCH shall comply with the applicable provisions of Chapter 119, Florida Statutes. Specifically, EPOCH shall:

(a) Keep and maintain public records required by the CRA to perform the service.

(b) Upon request from the CRA's custodian of public records, provide the CRA with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.

(c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the EPOCH does not transfer the records to the CRA.

(d) Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the EPOCH or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the CRA upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the EPOCH keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the CRA's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

IF EPOCH HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE EPOCH'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT

**RENEE ROBERTS
561-276-8640
ROBERTSRE@MYDELRAYBEACH.COM
20 NORTH SWINTON AVENUE
DELRAY BEACH, FLORIDA 33444**

15. This Agreement shall not be valid until signed by the CRA Chair.

IN WITNESS WHEREOF, the parties have executed this Agreement to Agreement on the date first written above.

ATTEST:

**DELRAY BEACH COMMUNITY
REDEVELOPMENT AGENCY**

Jeff Costello, Executive Director

By: _____
Annette Gray, Chair

(SEAL)

STATE OF FLORIDA

COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this ____ day of _____, 2017, by _____, as _____ (name of officer or agent, title of officer or agent), of _____ (name of corporation acknowledging), a _____ (state or place of incorporation) corporation, on behalf of the corporation. He/She is personally known to me or has produced _____ (type of identification) as identification.

Notary Public – State of Florida

ATTEST:

**Expanding and Preserving Our Cultural
Heritage, Inc., a Florida
Not-for-profit Corporation**

By: _____

Print Name: _____

Print Name: _____

Title: _____

(SEAL)

STATE OF FLORIDA

COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this ____ day of _____, 2017, by _____, as _____ (name of

officer or agent, title of officer or agent), of _____ (name of corporation acknowledging), a _____ (state or place of incorporation) corporation, on behalf of the corporation. He/She is personally known to me or has produced _____ (type of identification) as identification

Notary Public – State of Florida