

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AGREEMENT
BETWEEN THE CITY OF NORTH MIAMI AND
FLAWLESS TRANSFORMATION, INC.**

THIS GRANT AGREEMENT (“Agreement”) is entered into as of **January 1st, 2020**, between the **CITY OF NORTH MIAMI**, a Florida municipal corporation, located at 776 N.E. 125th Street, North Miami, Florida (“City”), and **FLAWLESS TRANSFORMATION, INC.**, a not-for-profit Florida corporation located at 2020 NE 163rd Street Suite 202 E, North Miami Beach, Florida 33162 (“Subrecipient”), (collectively the “Parties”).

WITNESSETH:

WHEREAS, the City has been awarded Community Development Block Grant (“CDBG”) funds by the U.S. Department of Housing and Urban Development (“HUD”) to provide services benefiting very low to moderate income persons, the elderly, and the disabled or handicapped; and

WHEREAS, the Subrecipient has performed similar services, including but not limited to the Scope of Services listed below (“SERVICES”); and

WHEREAS, the City desires to engage the Subrecipient to render SERVICES.

NOW, THEREFORE, the Parties agree as follows:

**ARTICLE I
SCOPE OF SERVICES**

The Subrecipient shall provide community based social services to the City’s low and moderate-income population pursuant to the “**Flawless Career Coaching Program**”, as described in Exhibit “A” attached hereto and made part hereof of the agreement.

**ARTICLE II
CONDITION OF SERVICES**

The Subrecipient agrees to the following:

- a) The SERVICES shall benefit City residents.
- b) The Subrecipient shall maintain records including, but not be limited to, the following:
 - 1. Client profiles identifying household income, head of household, ethnicity, race and gender.
 - 2. An outreach plan, which insures equitable participation by all eligible City residents.

- c) The Subrecipient shall maintain a citizen participation mechanism, which will include, but not be limited to the following:
 - 1. Logging of citizen comments or complaints when received, pertaining specifically to services provided under this Agreement.
 - 2. Copies of comments and/or complaints received in writing referenced in 1 above, and all responses.
- d) The Subrecipient shall abide by the Federal requirements of 24 CFR 570.600-612, Subpart K, Other Program Requirements, the U.S. Office of Management and Budget (OMB) Circulars A-122, Cost Principles for Non-profit Organizations, and OMB A-110, Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations, as applicable, and all other federal, state and local laws and requirements.
- e) The Subrecipient acknowledges and accepts the conditions set forth in the letter submitted by the City to Subrecipient, a copy of which is attached hereto as Exhibit “B” and made a part of this Agreement.

ARTICLE III
TERM OF AGREEMENT

This Agreement shall be deemed effective as of **January 1st, 2020**, and shall terminate on September **30th, 2020**.

ARTICLE IV
DEFAULT

A. For purposes of this Agreement (and the documents referenced or incorporated herein), a default shall include without limitation the following acts or events of the Subrecipient, its agents and employees, as applicable and as further detailed below:

- (1) Failure to (i) commence services within thirty (30) days from the date of this Agreement.
- (2) Failure to provide the documentation required to make the final payment of the grant within thirty (30) days from this Agreement’s expiration date.
- (3) Failure to comply with applicable federal, state and local regulations and laws.
- (4) Breach regarding any of the terms and conditions of this Agreement.
- (5) Insolvency or bankruptcy.

- (6) Failure to maintain the insurance required by the City as described in Article XIX of this Agreement.
- (7) Failure to correct defects within a reasonable time as determined by the City.

B. In the event of a breach, the City may exercise any and all rights including those rights expressed in Article V.

C. Additionally, the City shall be entitled to bring any and all legal and/or equitable actions in Miami Dade County, Florida, in order to enforce the City's right and remedies against the breaching party. The City shall be entitled to recover all costs of such actions including a reasonable attorney's fee, at trial and appellate levels, to the extent allowed by law.

ARTICLE V **TERMINATION**

The City and the Subrecipient agree that this Agreement may be terminated by either party upon written notice at least thirty (30) days prior to the effective date of such termination, with or without cause.

The City may also suspend or terminate payment to the Subrecipient in whole or in part for cause. Cause shall include the following:

- a) Failure to comply and/or perform in accordance with this Agreement; or
- b) Submission to the City of reports, which are materially incorrect or incomplete.

The City shall notify the Subrecipient in writing when payments are being suspended for cause. The notification shall include actions to be taken by the Subrecipient as a condition precedent to the resumption of payments and a reasonable date for compliance, which shall be no more than thirty (30) days from the notification date.

It is further agreed that upon curtailment of, or regulatory constraints placed on the funds by HUD, this Agreement will terminate effective as of the time that it is determined by City such funds are no longer available.

Upon termination of the Agreement, the Subrecipient and the City shall meet to determine if any amounts are to be repaid to the City.

It is understood by and between the City and the Subrecipient that any payment made in accordance with this section to the Subrecipient shall be made only if the Subrecipient is not in breach under the terms of this Agreement. If the Subrecipient is in breach, then the City shall in no way be obligated and shall not pay any sum to the Subrecipient.

ARTICLE VI
AMENDMENTS

Any alterations, variations, modifications, waivers, or provisions of this Agreement shall only be valid when they have been reduced to writing, duly approved and signed by both parties, and attached to the original of this Agreement. This Agreement contains all the terms and conditions agreed upon by the Parties. No other agreement, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind any of the Parties.

ARTICLE VII
METHOD OF PAYMENT

Upon execution of this Agreement, the City shall make payments to the Subrecipient for expenditures incurred under this Agreement based on actual expenditures with supportive documentation in accordance with the program budget and implementation. The maximum amount payable under this contract is Eight Thousand Dollars and 00/100 Cents (\$8,000.00) and shall represent the only source of funding received from the City for the Program.

It is expressly understood and agreed that in the event of curtailment or non-availability of Federal Grant funds, this Agreement will terminate effective as of the time that it is determined by the City that funds are no longer available. In the event of such determination, the Subrecipient agrees that it will not look to nor seek to hold liable the City for the performance of this Agreement and the City shall be released from further liability under the terms of this Agreement. This shall not release Subrecipient from the provisions of Article IX.

ARTICLE VIII
CONFLICT OF INTEREST

The conflict of interest provisions of this section apply to any person who is an employee, agent, consultant, officer, elected official or appointed official of the Subrecipient.

The Subrecipient covenants that persons described in this section who exercise any functions or responsibilities under this part or who are in a position to participate in a decision making process or gain information with regard to such activities may not obtain a financial interest in any contract, subcontract or benefit from a CDBG assisted activity being provided under this Agreement, nor may have a financial interest in any contract, subcontract or agreement with respect to a CDBG assisted activity covered under this Agreement, either for themselves or those with whom they have family or business ties.

Any such interest on the part of the Subrecipient or its employees shall be disclosed in writing to the City. The Subrecipient agrees to abide and be governed by the conflict of interest requirements applicable to or promulgated by H.U.D. or the City, which are incorporated by reference.

ARTICLE IX
INDEMNIFICATION

The Subrecipient shall defend, indemnify and hold harmless the City, its officers, employees and agents, against any claims, suits, actions, damages, proceedings, liabilities and costs (including attorney's fees) arising from or in connection with this Agreement or any contracts the Subrecipient may enter into with third parties pursuant to this Agreement. The Subrecipient shall pay all claims and losses of any nature, and shall defend all suits, on behalf of the City, its officers, employees or agents when applicable and shall pay all costs and judgments which may issue.

ARTICLE X
QUARTERLY REPORTS

The Subrecipient shall provide quarterly reports (an original and two copies) as required by the City, which shall be **due 15 days after the reporting period**. These shall include:

- I. Client profile form;
- II. A comparison of actual accomplishments with the goals and objectives established for the period (if applicable, use cost data for computation of unit costs);
- III. Reasons for unmet goals;
- IV. Analysis and Explanation of cost overruns or high unit costs.

The reports for the final contractual quarter of this Agreement shall contain a final evaluation that includes the cumulative totals and other statistical findings (such as the number of dollars spent to render actual services to each client, and the program's overall effectiveness) and shall be due no more than 30 days following this Agreement's expiration.

Other reporting requirements may be required by the City in the event of program changes and/or legislative amendments. The Subrecipient shall be informed, in writing, if any changes become necessary. The Sub-Recipient understands and agrees that this Agreement is subject to termination for failure to comply with reporting deadlines.

ARTICLE XI
AUDIT AND INSPECTIONS

At any time during normal business hours and as often as the City and/or the comptroller of HUD may deem necessary, there shall be made available to the City and/or representatives of the federal agency, the right to audit and examine all contracts, invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to matters covered by this Agreement. It is further understood that all records and supporting documents pertaining to this Agreement shall be kept for a minimum period of three (3) years from the date of expiration of this Agreement and shall be to the extent required by law, public records available for inspection

City of North Miami
776 NE 125th Street
North Miami, FL 33161
Attn: Director of Housing & Social Services

Subrecipient: Flawless Transformation, Inc.
Attn: Marcella Briggs
2020 NE 163rd Street Suite 202 E
North Miami Beach, FL 33162

or to such other address as may be designated in writing.

ARTICLE XIV
SUBCONTRACTS

The Subrecipient agrees that no assignment or subcontract will be made in connection with this Agreement.

ARTICLE XV
ACCESS TO RECORDS

The Subrecipient, as outlined in Article XI of this Agreement, shall allow access during normal business hours to all financial records to authorized Federal, State or City representatives and agrees to provide such assistance as may be necessary to facilitate financial audit by any of these representatives when deemed necessary by the City to insure compliance with applicable accounting and financial standards. The Subrecipient shall allow access during normal business hours to all other records, forms, files, and documents which have been generated in performance of this Agreement, to those personnel as may be designated by the City.

A. Financial Management

1. Accounting Standards

The Subrecipient agrees to comply with 24 CFR 84.21-28 and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.

2. Cost Principles

The Subrecipient shall administer its program in conformance with OMB Circulars A-122, "Cost Principles for Non-Profit Organizations," or A-21, "Cost Principles for Educational Institutions," as applicable. These principles shall be applied for all costs incurred whether charged on a direct or indirect basis.

B. Documentation and Record Keeping

1. Records to be Maintained

The Subrecipient shall maintain all records required by the Federal regulations specified in 24 CFR 570.506 that are pertinent to the activities to be funded under this Agreement. Such records shall include but not be limited to:

- a) Records providing a full description of each activity undertaken;
- b) Records demonstrating that each activity undertaken meets one of the National Objectives of the CDBG program;
- c) Records required to determine the eligibility of activities

ARTICLE XVI
PERFORMANCE REVIEW

The City may conduct a formal quarterly review of the Subrecipient's compliance with the terms of this Agreement. A report of their findings will be made available to the Subrecipient within thirty (30) days of the completion of the review.

ARTICLE XVII
SEVERABILITY OF PROVISIONS

If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected if such remainder would then continue to conform to the terms and requirements of applicable law.

ARTICLE XVIII
PROGRAM INCOME

The Subrecipient agrees that any program income received shall be prorated to the percentage of the City's participation and shall be used for eligible activities under the program. For those activities undertaken with program income, all of the provisions of this Agreement shall apply. It is further understood that upon expiration of this Agreement, the Subrecipient shall transfer to the City any funds on hand under the program and any accounts receivable attributable to the use of these funds consistent with Article V.

The Subrecipient shall submit quarterly reports to City on the program income received and proper documentation of the disbursement of these funds.

ARTICLE XIX
INSURANCE

The Subrecipient shall maintain during the term of this Agreement, the insurance specified below:

- a) Workmen's Compensation Insurance as required by Chapter 440, Florida Statutes.

- b) Comprehensive General Liability Insurance in an amount not less than \$500,000 combined single limit for bodily injury and property damage. The policy shall be endorsed to include the City and its officers, agents and employees as additional insureds, with all necessary endorsements showing the City as a first party insured.
- b) Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than \$500,000 combined single limit for bodily injury and property damage.

The Comprehensive General Liability Insurance coverage as required in paragraph (b) above shall include those classifications, as listed in Standard Liability Insurance Manuals, which are applicable to the operations of the Subrecipient in the performance of this Agreement.

All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida and executed by duly licensed agents upon whom service of process may be made in Miami Dade County, Florida. All policies shall have a general policy holders rating of "A" or better and a financial rating no less than "X" as reported by Best's Key Rating Guide, published by A. M. Best company, latest edition.

Compliance with the foregoing requirements shall not relieve the Subrecipient of its liability and obligations under this section or any other section of this Agreement.

ARTICLE XX
CIVIL RIGHTS

The Subrecipient agrees to abide and be governed by Title VI and VII, Civil Rights Act of 1964 (42 USC 2000 D & E) and Title VIII of the Civil Rights Act of 1968, as amended, which provides in part that there will not be discrimination of race, color, sexual orientation, religion, handicap or national origin in performance of this Agreement, in regard to persons served, or in regard to employees or applicants for employment. It is expressly understood that upon receipt of evidence of such discrimination, the City shall have the right to terminate this Agreement.

The Subrecipient also agrees to abide and be governed by the Age Discrimination Act of 1975, as amended, 42 USC, which provides in part that there shall be no discrimination against persons in any area of employment because of age.

ARTICLE XXI
PATENT AND COPYRIGHTS

The Subrecipient agrees that HUD and the City retain patent rights and copyrights on any project, which involves research, development, experimental, or demonstration work.

ARTICLE XXII
PROJECT PUBLICITY

The Subrecipient agrees that any news release or other type of publicity pertaining to the Program must recognize the City as the recipient funded by HUD as the entity, which provided funds for the project.

ARTICLE XXIII
LIMITATION OF LIABILITY

The City desires to enter into this Agreement only if in so doing the City can place a limit on the City's liability for any cause of action arising out of this Agreement, so that its liability never exceeds the agreed sum of **Eight Thousand Dollars and 00/100 Cents (\$8,000.00)**. Subrecipient expresses its willingness to enter into this Agreement with Subrecipient recovery from the City for any action or claim arising from this Agreement to be limited to **Eight Thousand Dollars and 00/100 Cents (\$8,000.00)**.

Accordingly, and notwithstanding any other term or condition of this Agreement, the Subrecipient hereby agrees that the City shall not be liable to the Subrecipient for damages in an amount in excess of **Eight Thousand Dollars and 00/100 Cents (\$8,000.00)** for any action or claim of the Subrecipient or any third party arising out of this Agreement. Nothing contained in this paragraph or elsewhere in this Agreement is in any way intended to be a waiver of the limitation placed upon the City's liability as set forth in Chapter 768, Florida Statutes. Additionally, the City does not waive sovereign immunity, and no claim or award against the City shall include attorney's fees, investigative costs or pre-judgment interest.

The Subrecipient shall indemnify and save the City harmless from any and all claims, liability, losses and causes of actions arising out of any act, error or omission of the Subrecipient's professional services under this Agreement; and to the extent of any such claim, liability, loss or cause of action, the Subrecipient shall pay all such claims and losses and costs and judgments which may issue thereon, as well as any attorney's fee incurred. Changes in the Basic Services and entitlement to additional compensation or a change in duration of this Agreement shall be made by a written Amendment to this Agreement executed by the City and the Subrecipient. The Subrecipient shall proceed to perform the Services required by the Amendment only after receiving a fully executed Amendment from the City.

ARTICLE XXIV
VENUE, APPLICABLE LAW

This Agreement shall be governed by the laws of Florida, and any action shall be brought in Miami-Dade County, Florida.

[The remainder of this page is intentionally blank.]

IN WITNESS WHEREOF, the parties have executed this Agreement by their respective proper officers duly authorized the day and year first above written.

ATTEST:

SUBRECIPIENT:

DocuSigned by:
Contessa Bryan
Corporate Secretary

By: _____
President/CEO

2/25/2020
Date Signed

DocuSigned by:
[Signature]
By: _____
Executive Director

2/25/2020
Date Signed

ATTEST:

City of North Miami, a FLORIDA municipal Corporation, "City":

DocuSigned by:
[Signature]
Vanessa Joseph, Esq.

DocuSigned by:
Arthur H. Sorey, III
Arthur H. Sorey, III, Interim City Manager

3/6/2020
City Clerk Date Signed

3/6/2020
Interim City Manager Date Signed

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

DocuSigned by:
Jeff P. H. Cazeau
Jeff P. H. Cazeau, Esq., City Attorney

3/4/2020
City Attorney Date Signed



Flawless Transformation Inc.

Detailed Scope of Work

Name of Applicant: Flawless Transformation Inc.

Contact Person: Marcella Briggs

Phone Number: (786) 506-4962

FEIN: 823919992

DUNS: 117008836

Name of Project: Flawless Career Coaching Program (FCCP)

Mailing Address: 2020 North East 163rd Street Suite 202 E North Miami Beach FL 33162

Email Address: info@flawlesstransformation.org

Requested CDBG Year 2019-2020 Funding: \$8,000.00

Community Impact Areas: Miami Dade County, North Miami & North Miami Beach

Narrative of Project:

Flawless Transformation Inc. is a new community base 501c3 non-profit formed January 2, 2018 located in Miami Dade County. Flawless Transformation Inc. will serve unemployed Women receive a new professional image and employability training to transition into the workforce. A high rate of unemployment has personal and societal effects. During periods of unemployment, individuals are likely to feel and experience severe economic strain and mental stress. Flawless Transformation Inc offers employability training and professional makeovers to assist Women prepare for gainful employment. Our mission is to guide and educate Women to become self-sufficient and promote economic development and stability. Our clients consist of dislocated workers who have been laid off, individuals with disabilities, the homeless, ex-

offenders, on public assistance, at-risk youth, seniors, veterans, refugees, individuals with no education, and with limited English proficiency.

The Program that has been identified for this grant opportunity is the Flawless Career Coaching Program (FCCP) provide professional clothing, innovative educational programs, employability training, networking, professional resume portfolios, workshops in business etiquette, professional image consultation on (make-up, hair and skincare) including health benefits on Nutrition and Wellness. Additional services will include workshops from our Partners to cover Financial Literacy, Housing opportunities, Entrepreneurship and monthly Empowerment Group meetings.

FCCP will meet a pressing need in Dade County to expand and employability training for the identified marginalized population. As a result, the majority of the clients served at Flawless Transformation Inc. have poor educational backgrounds, limited marketable skills, and little to no work history. These clients are typically low-income status with few financial resources and need to develop educational, vocational, and employment skills in order to become self-sufficient. Without additional training specifically tailored to meet their various needs or socioeconomic issues, their lack of proper education and skills will continue to inhibit their ability to compete for the few employment opportunities available as they attempt to re-enter the community following successful completion of their training.

One of the major barriers our clients face is the fact that they may be an ex-offender. The following strategies are used to overcome these barriers with potential hiring employers:

- Educate employers. We are implementing educational knowledge for employer groups to help them understand some of the positive aspects of hiring ex-offenders

- Help clients to evaluate work environments. When an ex-offender is offered a job, we help the client to assess whether the job provides a supportive environment for holistic training services.
- Provide job coaching on an employer's site. We also provide staff as job coaches to assist new employees in adapting to a new work culture.

The program also provides referrals to community partners such as Vocational Rehabilitation and Career Source of South Florida they help establish funding for our clients to go back to school or attend vocational educational programs by implementing these elements within the Flawless Transformation Inc. we can help accomplish the overall mission which is to proactively educate unemployed Women on the effectiveness of employability skills, polished image, business etiquette and holistic wellness.

The overall focus of FCCP is to create programs that enable the women served at Flawless Transformation Inc. to find and maintain a living wage job - currently \$11.84 per hour - that will adequately support their entire family and allow them to become productive members of the community. Finding meaningful employment is a critical step on the path to sustainability and self-sufficiency, because it gives these women structure and purpose while building self-esteem through success.

Evaluation/ Grant Management/ Total Number of Activities:

The goal of the Flawless Career Coaching Program (FCCP) is to improve employment outcomes by providing educational opportunities, skills training, vocational certification, and job coaching to dislocated workers who have been laid off, individuals with disabilities, the homeless, ex-offenders, on public assistance, at-risk youth, seniors, veterans, refugees, individuals with no education, and with limited English proficiency. Program evaluation

measures used to track the success of the program include tracking the total number of participants who participate and are gainfully employed or enrolled into an educational program within 90 days of program completion. Flawless Transformation Inc. will serve approximately 100 clients annually, each client will receive a minimum of 5 job coaching/mentoring sessions; in addition, we will offer Flawless Career Coaching Workshops throughout the year giving our clients various opportunities to gain access to our programming to aid them with obtaining gainful employment or enrollment into educational programming. To aid in securing employment FCCP has developed affiliations with Vocational Rehabilitation and Career Source of South Florida that they will receive referrals from as well as refer to for to in the aid of clients served obtaining gainful employment or educational opportunities.

It is anticipated that the additional funding from the Deborah M. Cooley Charitable Trust, Gore Family Memorial Foundation, Health Foundation of South Florid and the William and Helen Thomas Charitable Trust will allow us to serve 100% of the clients enrolled at the Flawless Transformation Inc. in the FCCP Program and to continue tracking graduates for up to as many as three years post-completion. The FCCP Program is now an integral part of the successful Flawless Transformation Inc. completion process, and as such, outcomes will continue to be tracked into the foreseeable future. Flawless Transformation Inc. will hire Write Choice Consulting Firm for grant management and compliance. We realize that we are young not-for-profit agency and would like the guidance and strength of season grant managers and auditors to assist us with ensuring that appropriate fiscal controls and records are in place.

Program Outcomes:

Problem	Intervention Activity(s)	Expected Outcome(s)
<p>Clients suffer from unemployment or employability skills.</p>	<p>Clients will learn to conduct job search activities with the Program Coordinator and will log job search activities. Clients will receive a minimum of 5 job coaching/mentoring sessions. Clients may also attend workshops offered throughout the year to fulfill activity requirements.</p>	<p>Outcome: Short Term: 90% of clients served will attend all coaching sessions for successful completion of programming. Long Term: 75% of the clients served they will secure full-time employment or enroll in a full-time educational program at program completion (6-9 months)</p>
<p>Clients struggle with time management, strategy and sustainable gainful employment.</p>	<p>Program Coordinator will conduct monthly site visits with each placed client and their employer and provides assistance, resources, and additional training options available post placement.</p>	<p>Short term: 70% of employed clients will develop a action plan to strategies their continued growth in employment and educational opportunities. Long term: 55% of employed clients will remain gainfully employed for a minimum of 1 year following successful completion of the program.</p>

Work Schedule:

The FCCP program team members will work the following hours:

- 10am -1pm Monday – Thursday

This will allow us to serve each client with a minimum of 5 coaching a mentoring session through the grant year identified in this grant opportunity.

Method of Income Determination:

To ensure program compliance for employment, income and education verification; FCCP clients will have to submit a minimum of (3) three consecutive pay stubs from employer, Public assistance Income Verification Form and or School/Educational Enrollment Status Form.

Revised Budget:**Proposed Budget Summary for FY2019-20****A. Flawless Transformation****C. Contract Term: 9/2019 To 8/2020****B. Flawless Career Coaching Program
(FCCP)****D. Year 2019-2020 Allocation****E. Project Budget**

Column 1	Column 2	Column 3	Column 4
Item of Expenditure	CDBG Funding	Other Funding (\$)	Total Cost (\$)
Personnel			
Executive Director		80,000.00	80,000.00
Program Coordinator		36,000.00	36,000.00
Administrative Assistant		29,000.00	29,000.00
Fringe Benefits		21,750.00	21,750.00
Operating/Technical			
Rent (3 Month of Rent covered by CDBG)	4,200.00	4,200.00	8,400.00
Professional and Technical Services			
Professional Consultant(s) Grant Management/Auditing Financial Auditing/Management	1,357.00	8,643.00	10,000.00
Materials and Supplies			
Career Assessments: * The Myer-Briggs Type Indicator *Strong Interest Inventory Tool	1,447.20		1,447.20

6 assessments come in 1 package totaling \$180.90 We plan to purchase buy (8) packages giving us a total of 48 assessments to start with.			
Equipment			
(3) Computers	995.80		995.80
Other (please specify)			
Other (please specify)			
TOTAL	8,000.00	179,593.00	187,593.00

Note: The entire budget for this project must be shown. This is a preliminary budget and is not binding. However, it is important that you comprehensively determine the expenses for this proposed project. Please show both the expenses that will be paid for with CDBG funds and those that will be paid for from other funding sources.

F. Percentage of total project costs paid by Other Funding Sources: aprox. 95%



CLIENT REFERRAL FORM

(CLOTHING AGENCY USE ONLY)

North Miami Beach Florida | Contact 1-800-957-0185 | Email: info@FlawlessTransformation.com

Check if entered into database _____

APPOINTMENTS ONLY --- NO WALK-INS

o No Show: _____

Agency/Client called Date _____

Client Signature: _____

Email sent Date _____

PLEASE READ, PRINT AND COMPLETE ALL INFORMATION FOR APPROVAL AND SERVICE

Check One _____ Professional Clothing for INTERVIEW | _____ Professional Clothing for Employment

AGENCY / CASE MANAGER: _____ REFERRAL DATE: _____

ADDRESS : _____

EMAIL: _____ TELEPHONE #: _____

APPOINTMENT DATE: _____ TIME: _____

CLIENTS MUST ARRIVE ON TIME AND BE ALONE OR THEY WILL NOT BE SUITED. NO CHILDREN OR VISITORS ALLOWED.

CLIENT NAME: _____ TELEPHONE # _____

ADDRESS: _____ Apt: _____ City: _____ Zip: _____

DOB: _____ Email Address: _____

Interpreter Assistance (indicate language only if individual does not understand English) _____

Public Assistance: SNAP, Housing, Childcare etc. _____ Yes or _____ No

Marital Status: _____ Single _____ Married _____ Divorced _____ Widower

Education Completed: _____ 8th _____ 9th /10th _____ 11th _____ Diploma _____ GED _____ Some College _____ 2 year Degree _____ 4 year Degree

_____ Grad School _____ PhD. _____ Other

Ethnicity: _____ African American / Black _____ Hispanic _____ White _____ Asian _____ Other | Transgender Yes or No

Describe special attire (including colors): _____

Indicate sizes: Height: _____ feet _____ inches

WOMEN: S M L XL 2XL 3XL _____ Blouse/Jacket _____ Skirt/Pants _____ Maternity _____ Shoe size: _____

Job Training / Employability Skills & Resume Assistance _____

Interviewing (Job Search); Potential Employer: _____

Employed; Name of Employer: _____

Position: _____ Start Date: _____

OFFICE USE ONLY Approved by Employee / Volunteer Name _____ Data Entry _____ rev. 2019

ACORD™ CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 02/25/2020
PRODUCER C. BRIAN HART INSURANCE 8880 NW 7TH AVENUE FAX 305 696-8634 MIAMI, FL 33150	305-836-5206	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
INSURED FLAWLESS TRANSFORMATION, INC 2020 NE 163RD STREET SUITE 202 E NORTH MIAMI BEACH, FL 33162		INSURERS AFFORDING COVERAGE
		INSURER A: UNITED STATES LIABILITY INSURANCE COMPANY
		INSURER B:
		INSURER C:
		INSURER D:
		NAIC # 25895

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	ADD'L	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	X	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	NPP1594432	2-19-2020	2-19-2021	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ INCLUDED
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				<input type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A		OTHER PROFESSIONAL E&O LIABILITY ABUSE AND MOLESTATION	NPP1594432	2-19-2020	2-19-2021	EACH INCIDENT \$1,000,000/AGGREGATE \$2,000,000 EACH CLAIM \$100,000/AGGREGATE \$200,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
 CITY OF NORTH MIAMI AS ADDITIONAL INSURED WITH REGARDS TO COMMERCIAL GENERAL LIABILITY INSURANCE COVERAGE

CERTIFICATE HOLDER CITY OF NORTH MIAMI 776 NE 125 STREET NORTH MIAMI, FL 33161	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE
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