

# Contracts Expiring set for Commission Review

For the Month of  
August, 2025 (August 20th, 2025)

Vendor	Contract Description	Contract Value / Budgeted Estimate	Revenue	Net Revenue / (Cost)	Contract Expiration Date	Deadline to Cancel/Renew Contract	Due Date for Commission Review (90 Days Prior to Expiration)
In Rem Solutions, Inc.	Professional Grant Writing Services	\$75,000.00	\$0.00	(\$75,000.00)	9/30/2025	8/31/2025	7/2/2025

Original Terms: Initial term of one (1) year with additional one (1) year terms thereafter.  
Current Period: Seventh Renewal (10/01/2024 - 09/30/2025)  
New Period: Eighth Renewal (10/01/2025 - 09/30/2026)  
Type of Contract: Expense  
Performance: A

Recommend for Renewal: Yes  
Department Comments: Administration is very satisfied with In-Rem Solution's performance and recommends a one year agreement renewal. Please see attachments for details of services provided.  
Notes:

## Contract Performance Report Card

**Vendor Name:**

In Rem Solutions, Inc.

**Contract Purpose:**

Grant Writing Consulting Services

<u>Rating Categories</u>	<u>Maximum Points</u>	<u>Department Head Rating</u>
1. Services Completed on time	25	25
2. Quality of Services	30	30
3. Are all requirements of the contract being met	25	24
4. Department overall satisfaction	20	20
	<u>100</u>	<u>99</u>

A =	100 - 90
B =	89 - 80
C =	79 - 70
D =	69 - 60
F =	59 - 0

**Recommend Renewal?**

☒ Yes / ☐ No / ☐ Not Applicable

**Department Comments:**

Administration is very satisfied with In-Rem Solution's performance and recommends a one year agreement renewal. Please see attachments for details of services provided.

\_\_\_\_\_  
Department Representative (Signature)

\_\_\_\_\_  
Name & Title

\_\_\_\_\_  
Date

  
Department Head Approval (Signature)

\_\_\_\_\_  
Name & Title

\_\_\_\_\_  
Date

Jonathan Bonilla, ACM 8/4/25

In Rem Solutions, Inc. Grants and Project Report 2010-2025  
for City of Pembroke Pines

Year	Source	Program	Project	Awarded or Not Awarded
2010	2010	2010	2010	2010
2010	Federal	BTOP- Broadband Connected Community program	Requested \$2,773,200 Completed proposal, in Due Diligence phase for grant request to U.S. Department of Commerce – for wireless 2.5 Mhz broadband network serving Pembroke Pines schools, government, nonprofits, colleges and hospitals.	Not awarded
2010	Federal	700Mhz Model Program	Total cost = \$7,359,194 Match = \$2,790,000 Working with Public Services Department to complete grant application to U.S. Department of Commerce – due July 1, 2010. Request for additional funds to implement pilot 700 Mhz secure wireless broadband network for Pembroke Pines EOC, Police and Fire. Competing against 21 other entities that have received a conditional FCC waiver to use 700 Mhz bandwidth.	Not awarded
2010	Federal	Dept of Education	Charter School Replication Total cost = \$12,232,531 for 5 years	Not awarded
2010	DOT/FTA	Civil Rights Notices	Draft notices, complaints, LEP handbook, documents for FTA bus grants	
2010	Award	Nomination of Mayor Ortis to FL League of Cities	Lifetime nomination	
2010	State	Florida Communities Trust	Funds to purchase Raintree Grant Request = \$1,451,400 Match = \$2,177,100	Awarded on contingent list \$1,451,400
2010	Award	Nat'l League of Cities	State Hospital Site Revitalization through Human Services Collaborations	Finalist
2010	Research and analysis	Stimulus funding	Performed daily monitoring and research of federal ARRA funds to best position the City to apply for and receive stimulus funding. Worked with staff to review and analyze all possible funding programs.	

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2010	Federal	I-3 Education funding	Extensive research and analysis	
2010	Federal	Energy Block Grant	Forman Campus Chiller	Not awarded
2010	Foundation	IBM Smarter Cities	Addressing 3 city issues	Not awarded
2010	Federal	School lunches	Requested \$70,000	Not awarded
2010	Federal	Extensive ARRA research and Analysis – Review all ARRA grants		
2010	Foundation	Sapphire Award Nomination	Susan B Anthony Recovery Center	
2010	County	Transitions In Living	Support work for TIL program	
2010	State	Water Resources Development Act of 2010	Pilot Project: "Regional Water & Aquifer Conservation Through Reuse of Highly Treated Municipal Wastewater" Total project request \$37,548,000.	Not awarded
2010	Research	Research into misc. grant programs that were not pursued	Perform daily monitoring of new federal and state funding programs and possible relation to City projects and programs. Analyze funds and prepare memos to staff regarding the potential for grant preparation.	2010 total = \$1,451,400
2011	2011	2011	2011	2011
2011	Federal	Federal Transit Administration/ FDOT	Bus Grant	\$475,000
2011	Broward	Broward Cities Award	Outdoor classroom submission for Green Leaf award	
2011		Peoples Garden	Research	
2011	FTA	Draft support documents	Prepare materials for administration of past grant submissions	
2011	FTA	Work to assist city to become a FTA Direct Recipient and reduce admin costs to other jurisdictions	Evaluating benefits of completing application to U.S. Department of Transportation to become a Designated Recipient of federal transportation funds. This is necessary in order to receive the Florida Department of Transportation earmark for the purchase of Senior Center bus(es) through the Section 5309 Capital Grant program and to apply to receive future transportation funding directly. There are currently 2	

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			federal grant transit funding programs that are open that the City is not currently eligible Prepare application	
2011	Forman Health Park	Work with the state to update the plans and uses at the site		
2011	Federal/State	Land and Water Recreation Grant	Raintree Park	\$200,000
2011		Support for Mayor at Conference	Prepare materials	
2011	Awards	Misc municipal achievement award applications/Broward Cities of Excellence		Won Best Practices Forman Park was a finalist
2011	Awards	Americans for the Arts	Award received – 2012 Public Leadership in the Arts Award	Award received – 2012 Public Leadership in the Arts Award
2011	Awards	Broward Cities of Excellence	One Day program at charter schools	
2011	Award	US Conf of Mayors	Childhood Obesity program	Not awarded
2011	State	Florida Communities Trust	Raintree Park	resubmitted
2011	State	Dept of Elder Affairs	Grant in partnership with the state to National Center on Aging	
2011	State	Funding for Senior Center	Revised Statement and Use of Funds in connection with the City of Pembroke Pines' Senior Centers Fixed Capital Outlay Project	State = \$200,000 Match = \$50,000
2011	Research	Research into misc grant programs that were not pursued	Perform daily monitoring of new federal and state funding programs and possible relation to City projects and programs. Analyze funds and prepare memos to staff regarding the potential for grant preparation.	
2011	City	Work with Social Services Division		
2011	State	Trails Grant application	Raintree – not submitted	2011 total = \$875,000
2012	2012	2012	2012	2012
2012	Broward Children's Services Council	Broward Children's Services Council MOST (Maximizing Out of School Time) Program	Special Needs Summer Camp	\$104,000 annually for 3 years to total \$312,000
2012	FTA	Research into several programs	Draft Overview	
2012	Community Foundation of Broward	Art of Community Engagement	Get Art/get Active Requested amount = \$21,862	Not awarded

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2012	Foundation	Bloomberg Challenge	Big idea is to transform underperforming public schools to city-run charter systems, thereby improving academics, cutting costs, stimulating property values, engaging a parent asset pool, generating economic benefits and nourishing the community's soul.	\$4,932,120 Not awarded
2012	County	2013 Our Town Project submitted to Broward County cultural Division	"The County and ACCH would engage professional design teams to convene community charrettes to assist in creating cultural district plans to enhance their downtown art walks, parks and festival programming.	Awarded
2012	Foundation	Community Foundation of Broward County Cities of Service	Re-Engage for Good Planning Grant	\$5,000 Awarded
2012	CF of Broward	Cities of Service	Re-engage, Recycle and Reinvigorate our Environment – implementation grant	\$25,000 Awarded
2012	FL League of Cities	Lifetime Achievement Nomination	Mayor Ortis	Not awarded
2012	Federal	Farm to School 2012	Pembroke Pines Charter School sought to establish a planning team to create a Farm To School Program for its seven schools.	\$41,915 Not awarded
2012	FL League of Cities	Municipal Achievement Awards	Livability for all – Comprehensive Programming for People with special needs	Awarded
2012	FTA	Designated Recipient Admin work	For Senior bus service	
2012	National	Harvard Kennedy School's Innovations in American Government	Bright Ideas Award-Municipal Charter Schools	Awarded
2012	IBM	Smarter Cities	Description of 3 challenges	Not awarded
2012	US Conf of Mayors	City Livability	Health and Human Services-Services for Special Needs populations	Named finalist
2012	Research	Establish of private foundation/nonprofit to support city services	Research legal steps and draft legal documents to establish	
2012	ArtPlace	Creative Placemaking	Dreambox Plaza would include a pavilion used for readings and performances. An illuminated 5'x8' plexi-glass (or glass) box would be built	\$92,000 Awarded

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			showcasing the writings and illustrations of Pembroke Pines residents.	
2012	State	Charter School Conversion		
2012	CF of Broward	Pines Recreation Center – Childhood Obesity project	Mini-golf course with nutrition themes	Not awarded
2012	Research	Research into misc grant programs that were not pursued	Perform daily monitoring of new federal and state funding programs and possible relation to City projects and programs. Analyze funds and prepare memos to staff regarding the potential for grant preparation.	
2012	Federal	FTA Section 5310	New bus	\$72,000
2012	National	US Conference of Mayors & Americans for the Arts	Public Leadership in the Arts	Awarded 2012 total = \$506,000
2013	2013	2013	2013	2013
2013	Awards	Nominations	Green Leaf Award	
2013	ArtPlace	Creative Placemaking	The City of Pembroke Pines, together with more than 20 artists and arts organization partners, will design and develop an Art-centric Inclusive Park and Playground as a cornerstone of the City's new Civic Center and Plaza	Not awarded
2013	CF of Broward	Implementation of Cities of Service Grant Award	Re-engage, Recycle and Reinvigorate our Environment – implementation grant	\$12,500
2013	Foundation	Florida League of Cities	E. Harris Drew Lifetime Achievement Award presented to Mayor Ortis	Awarded
2013	Energy	Various Energy projects	Alliance to save energy award Mayor's climate protection award Sustainable Florida Award	
2013	USDA	Farm to School	Pembroke Pines Charter School sought to establish a planning team to create a Farm To School Program for its seven schools.	\$42,701 Not awarded
2013	FTA	Misc work on Transportation matters	Discretionary grant research DOT Administration	
2013	Research	Mini-golf funding sources	Civic Center	
2013	Federal	National Endowment for the Arts - Our Town -LOI	City Center-The Frank Programming, Logo & Plaza Design	\$50,000(Awarded in 2014)

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2013	Research	Establish of private foundation/nonprofit to support city services	Research legal steps and draft legal documents to establish	
2013	Federal	FL Department of Transportation FDOT – Section 5310	Pines Blvd Beautification	\$67,000 Awarded
2013	Award	Sustainable Florida Award	Thermal Energy Retrofit at Academic Village	
2013	Research	Research into misc grant programs that were not pursued	Perform daily monitoring of new federal and state funding programs and possible relation to City projects and programs. Analyze funds and prepare memos to staff regarding the potential for grant preparation.	
2013	Federal	FL Department of Transportation FDOT – Section 5310	Bus Grant-Enhanced Mobility for Seniors	\$76,759 Awarded 2013 total = \$206,259
2014	2014	2014	2014	2014
2014	ArtPlace America	Creation of art studio and district	Forman Campus will be home to Broward County's largest collaborative makerspace. The City will remodel a 25,000 sf building and install wood/metal/craft shops, digital design studio, rehearsal space and community area	\$500,000 Not awarded
2014	Foundation	Community Foundation of Broward	Art of Community Engagement @ City Center The proposed grant project Face to Face, sponsored by the City of Pembroke Pines, is designed to creatively merge our diverse population and bring community groups together incorporating visual, performing (music and theatre) and literary arts to inspire and facilitate community groups in making art that will be created and performed together.	\$30,000 Awarded
2014	County	TDT Capital Challenge	Funding for Civic Center cultural center construct/Performing Arts Facility	\$500,000 (awarded at \$462,350 in 2015)
2014	County	Broward Cultural Division	Prepare marketing plan for new Performing Arts Facility	



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2014	County	TDT Appeal	Manage appeal process for TDT grant. Prepare documents to support award. Prepare staff for presentation.	
2014	Broward MPO	Research, Admin and support		
2014	Federal	FDOT Section 5310 Mobility for Seniors	Bus + equipment and operating funds	\$107,634 Awarded
2014	Federal	National Endowment for the Arts - Our Town	City Center-The Frank Programming & Plaza Design	\$50,000 Awarded
2014	State	FL Div of Cultural Affairs	Cultural Facilities Grant – City Center – The Frank construction	\$500,000 Awarded
2014	State/DEP	State budget request	Advanced Biosolids Treatment – prepare formal request with justification.	\$3,750,000 Not awarded
2014	Federal	FL Department of Transportation FDOT – Section 5310	Enhanced Mobility for Seniors. Request for operating expenses.	\$500,000 Not awarded
2014	Federal	FL Department of Transportation FDOT – Section 5310	Bus request	\$68,675 Awarded
2014	State	FL Municipal Achievement Award – FL League of Cities Award	City Spirit and Environmental Stewardship – Recycling Program	Awarded
2014	CF of Broward	IGNITE! Innovation Grant 2014	Mural project	
2014	Foundation	U.S. Conference of Mayors	Dollarwise Financial Education Award	Awarded
2014	Foundation	U.S. Conference of Mayors	Re-engage Recycling and Conservation project	
2014	NEA Our Town	Assistance with administration of grant received.		
2014	Foundation	Harvard Innovations	Arts for All: Building Community Engagement through Creative Placemaking	Recognized as a Bright Idea
2014	Federal DOT	TIGER Transportation Program	Pembroke Road Corridor Project - Planning and Capital	\$20,991,658 Not awarded
2014	Research	Research into misc grant programs that were not pursued	Perform daily monitoring of new federal and state funding programs and possible relation to City projects and programs. Analyze funds and prepare memos to staff regarding the potential for grant preparation.	
2014	Florida	Safe neighborhoods	Research and analysis of creating a safe neighborhood district for city's east side	2014 total = \$1,218,659

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2015	2015	2015	2015	2015
2015	Federal DOT	TIGER Transportation Program	Pembroke Road Corridor Project - Planning and Capital	\$16,800,000 Not awarded
2015	CF of Broward	Art of Community	Feed your Soul/Feed Your neighbor – engagement workshops incorporating music, theater, creative writing and design.	\$30,030 Awarded
2015	State	FL Division of Cultural Affairs	Diversity and Inclusion Award Nomination 2015	
2015	State	FDOT Section 5310	Bus Grant	\$176,000 Awarded
2015	State	Charter Takeover	Research into application	
2015	Foundation	US Conference of Mayors – City Livability Award Application	Inclusion project	
2015	State	Florida Cultural Facilities Program	Application for construction of The Frank at Civic Center	\$500,000 Awarded
2015	State	Florida Cultural General Support	Operating support for cultural activities	\$25,000 in the first year
2015	PP	Civic Center Naming Campaign	Assist with structure of naming campaign	
2015	State	Forman Health Park	Revision of the Forman Health Park Master Plan for submission to the state for new approvals.	
2015	Foundation	Home Depot Veterans Grant	Renovation of large single family homes for veterans and their families	\$150,000 Awarded
2015	Foundation	TD Bank	Renovation of bathrooms at Pines Point to be ADA compliant	\$559,888 Not awarded
2015	Research	Research into misc grant programs that were not pursued	Perform daily monitoring of new federal and state funding programs and possible relation to City projects and programs. Analyze funds and prepare memos to staff regarding the potential for grant preparation.	
2015	Federal	FL Department of Transportation FDOT – Section 5310	Bus Grant-Enhanced Mobility for Seniors	\$210,000 Awarded
2015	Foundation	US Conference of Mayors Award application	Pembroke Pines Education Pathways	
2015	State/DEP	State budget request with Richard Stark	Advanced Biosolids Treatment – prepare formal request with justification.	\$3,750,000 Not awarded
2015	Foundation	National League of Cities	Let's Move - Community Fitness	Awarded Bronze Medal 2015 total = \$881,030
2016	2016	2016	2016	2016

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2016	FDOT	Transportation Funding - FASTLANE	Research, work started, not submitted	
2016	Broward	Children's Services Council	Special Needs Summer camp funding	\$107,628 Awarded
2016	City	Assistance with "A Penny at Work" Broward County municipalities bond education campaign	Assist with implementing the official PR/marketing campaign designed by County. Develop documents explaining use of the funds. Work with printer to create signs. Create newspaper articles. Prepare powerpoints. Determine location of signs. Write utility bill insert. Secure public speaking sites. Write video script. Prepare mailings to residents.	
2016	Award	City Catalyst Program	R&R Village Back-to-School Event for Children of Veterans	\$2500
2016	CF of Broward	Art of Community	Grant Admin work/letter agreement	
2016	Broward	Broward Cities of Excellence	Community Spirit- The Sincerity Project at Studio 18	
2016	City	The Frank Art Center	Support work and admin	
2016	State	FL Division of Cultural Affairs	The Frank – Exhibitions & Programming	\$25,000 recommended, \$14,000 appropriated
2016	CF of Broward	Dignity in Aging	Explored application and attended workshop	
2016	Climate Awards	Mayor's Climate Award	Charter High School AP Environmental Science students participate in a one week "eating green" challenge	
2016	PP	Civic Center Naming Campaign and Capital Campaign	Assist with structure of naming campaign and admin	
2016	Research	Research into misc grant programs that were not pursued	Perform daily monitoring of new federal and state funding programs and possible relation to City projects and programs. Analyze funds and prepare memos to staff regarding the potential for grant preparation.	
2016	State	Section 5310 Bus grant	New buses	\$198,000
2016	FDOT	TIGER Transportation	Pembroke Road Extension	\$16,800,000 Not awarded
2016	State/DEP	State budget request with Shevrin Jones	Sewer Force Main Replacement	\$250,000 Not awarded 2016 total = \$333,128

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2017	2017	2017	2017	2017
2017	Florida League of Cities	Municipal Achievement/City Spirit	Creative Placemaking at City Center	Not selected
2017	AARP	AARP Community Challenge	Award for Veteran's job fair	Not selected
2017	Research	Architecture Awards	Civic Center	
2017	Federal	FTA Section 5310 Bus Grant	2 Buses + Equipment	\$215,289 Awarded
2017	Federal	Draft TOP document	Transportation Operating Procedures manual required for Section 5310 grants	
2017	U.S. Conference of Mayors	Livability Award	Creative Placemaking at Pembroke Pines' City Center	Outstanding Achievement Awarded
2017	Broward Children's Services Council	(Maximizing Out of School Time) MOST Grant	Special Needs Summer Camp	\$107,628 each year for 3 years to total \$322,884
2017	State	Governor's Job Growth Grant	Sheridan Street widening - \$6.9 million	Not selected
2017	State	FL Division of Cultural Affairs General Program Support Grant	The Frank Program Support	\$25,000 recommended, \$7,784 appropriated
2017	FDOT	INFRA Transportation Grant	Pembroke Road Extension – grant explored and started, but not submitted.	
2017	Foundation	American Beverage Foundation for a Healthy America	CHEW Program	
2017	Research	Research into misc grant programs that were not pursued	Perform daily monitoring of new federal and state funding programs and possible relation to City projects and programs. Analyze funds and prepare memos to staff regarding the potential for grant preparation.	
2017	Federal	USDOT Transportation Investment Generating Economic Recovery (TIGER) program.	Pembroke Road \$16.8 million	Not awarded
2017	Foundation	Wells Fargo and USCM Community WINS Grant	Veterans Prosperity Project	Not awarded
2017	U.S. Conference of Mayors	Education – Pathways with a Purpose	College and Career Readiness Programs	Not awarded
2017	State	VW Settlement	State funding from the VW settlement. Researched. Supplied state with required information.	
2017	State	Florida Division of Cultural Affairs	The Frank – Exhibitions & Programming grant	Recommended for \$25,000

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				Awarded by legislature \$1,614 2017 total = \$563,173
2018	2018	2018	2018	2018
2018	FDOT	Research BUILD application	Pembroke Road application started but not submitted	
2018	Broward County	Broward TDT	Parking garage for arts and culture events at City Center \$1,000,000 requested/\$16m match	\$573,650 Awarded
2018	Foundation	Community Foundation of Broward -Pride Fund	Launch Prism Project \$100,000	Not awarded
2018	State	Florida Division of Cultural Affairs	The Frank Exhibitions and Programming – requested \$150,000. July 1, 2019 June 30, 2020 project period	Recommended \$150,000 reduced to \$45,180 by the legislature
2018	State	FRDAP recreation grant	Work with staff to determine if there was a city project. No application submitted.	
2018	Federal	FEMA/FL Emergency Management Hurricane Irma Disaster Declaration - Hazard Mitigation Grant Program (HMGP)	FS #33 Hardening and Generator - \$319,837 federal/\$106,612 local	\$319,837.50 Awarded
2018	Federal	HMGP – Hazard Mitigation Funds from Hurricane Irma	FS #69 Hardening and Generator - \$237,060 federal/\$79,020 local	\$237,060 Awarded
2018	Federal	FEMA HMGP grant	FS #79 Hardening and Generator - \$320,377 federal/\$106,792 local	\$320,377.50 Awarded
2018	Federal	FEMA HMGP grant	FS #89 Hardening and Generator - \$152,820 federal/\$50,940 local	\$152,820 Awarded
2018	Federal	FEMA HMGP grant	FS #99 Hardening and Generator - \$314,370 federal/\$104,790 local	\$314,370 Awarded
2018	Federal	FEMA HMGP grant	FS #101 Hardening and Generator - \$320,215 federal/\$106,739 local	\$320,215.50 Awarded
2018	Federal	FEMA HMGP grant	City Hall EOC and Shelter \$779,250 federal/\$259,750 local	\$779,250 Awarded
2018	Federal	FEMA HMGP grant	Lakeside Key Drainage - \$75,000 federal/\$25,000 local	Pending
2018	Federal	FEMA HMGP grant	Storm Water Project Taft Street Culverts - \$97,500 federal/\$32,500 local	\$97,500 Awarded
2018	Federal	FEMA HMGP grant	Storm Water Project Taft Street Swale Regrading -	\$267,750 Awarded

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			\$267,750 federal/\$89,250 local	
2018	Federal	FEMA HMGP grant	Three Basin Interconnect at Century Village - \$93,750 federal/\$31,250 local	\$93,750 Awarded
2018	Federal	FEMA HMGP grant	Water Plant Accelerator Covers - \$375,000 federal/\$125,000 local	Not awarded
2018	Federal	FEMA HMGP grant	Water Utility Risk Reduction (fence) Project - \$252,177 federal/\$84,060 local	Not awarded
2018	Federal	FEMA HMGP grant	Academic Village West EOC and Shelter - \$779,250 federal/\$259,750 local	\$779,250 Awarded
2018	Federal	FEMA HMGP grant	West Police Dept Hardening and Generator - \$332,887 federal/\$110,962 local	\$332,887.50 Awarded
2018	County	Local Mitigation Strategy List	Draft local county LMS applications to put all HMGP projects on the LMS list.	
2018	Research	Research into misc grant programs that were not pursued	Perform daily monitoring of new federal and state funding programs and possible relation to City projects and programs. Analyze funds and prepare memos to staff regarding the potential for grant preparation.	
2018	Federal	FTA Section 5310 Bus Grant	2 Buses + Equipment	\$228,672 Awarded
2018	National	U.S. Conference of Mayors	Childhood Obesity Prevention program	
2018	Broward Children's Services Council	Broward Children's Services Council MOST (Maximizing Out of School Time) Program	Special Needs Summer Camp \$105,000 annually for 3 years to total \$312,000 starting summer 2018	\$105,000 Awarded
				2018 total = \$4,967,570
2019	2019	2019	2019	2019
2019	Broward County	Broward TDT	Parking garage for arts and culture events at City Center \$500,000 requested/\$16m match	Panel recommended \$500,000 in 2020 –
2019	State	Governor's Job Growth Grant	Sheridan Street widening - \$6.9 million. Application not submitted.	
2019	FTA	Triennial Review of all City Transportation Plans – Transportation Operating, EEO, Title VI, ADA	Review and revise city transportation plans to update for the triennial review. Without updated plans the city is not eligible	In process

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			for FTA funds.	
2019	FL League of Cities	Florida City Spirit Award	Raising Positive Children/Adolescent Mental Health Program	Awarded
2019	State	Florida Division of Cultural Affairs	The Frank Exhibitions and Programming – requested \$150,000 for 2020-2021	Approved \$150,000. Legislature awarded \$47,649 in July 2020
2019	State	HMGP – Hazard Mitigation Funds from Hurricane Irma	Assist staff with some admin work related to multiple HMGP awards.	
2019	Foundation	Research funding for city program	Alzheimer program funding research	
2019	County	Local Mitigation Strategy List	Draft local county LMS applications to put new projects on the LMS list.	
2019	Research	Research into misc grant programs that were not pursued	Perform daily monitoring of new federal and state funding programs and possible relation to City projects and programs. Analyze funds and prepare memos to staff regarding the potential for grant preparation.	
2019	Federal	FTA Section 5310 Bus Grant	2 Buses + Equipment	\$150,484 Awarded
2019	Broward Children's Services Council	Broward Children's Services Council MOST (Maximizing Out of School Time) Program	Special Needs Summer Camp \$105,000 annually for 3 years to total \$312,000 starting summer 2018	\$105,000 Awarded
				2019 total = \$405,484
2020	2020	2020	2020	2020
2020	FEMA	Assistance to Firefighters Grant	\$510,000 requested/\$46,000 match. Purchase bunker gear, gloves and exercise equipment.	\$80,000 For fitness equipment
2020	FEMA	Assistance to Firefighters Grant-COVID supplement	Researched but no application submitted.	
2020	FEMA	AFG Fire prevention	Work with Fire Dept to prepare application, but halted work to allow Dept to set up base program prior to application in next cycle.	
2020	Community Foundation	Philanthropy Network for Broward	B-Fit program at SW Focal Point Senior Center – Requested \$97,456	\$107,432 Awarded
2020	Broward Cultural Division	Broward Tourist Devt. Tax Capital Grant for City Center Parking Garage & Banquet Facility (\$500,000 request in 2019)	Correspondence and attend grant review panel scoring session	\$500,000 Recommended for funding (declined)

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2020	State DEO	CDBG-MIT Hardening Funds from Hurricane Irma	Prepared three applications for the City: 1) Water Plant Generator, 2) Wastewater Plant Generator, 3) Water Tank Covers. \$2.5 million request	Wastewater generator funded for \$2,000,000
2020	State DEO	CDBG-Mit Infrastructure Grants from Hurricane Irma Total requested: \$12,698,301	Prepared 16 applications for the City: Utility HQ \$4,500,000 East Police Generator \$500,000 Police Training Generator \$300,000 Pembroke Falls Hardening \$93,756 Rose Price Hardening \$90,643 Flamingo Park Hardening \$10,956 Pembroke Shores Hardening \$28,000 Towngate Park Hardening \$29,150 Fletcher Park Hardening \$5,443 Fletcher Art & Culture Hardening \$30,487 Academic Village Roofs \$2.7 million East Campus Roofs \$1,060,312 Central Campus Roofs \$1,314,788 West Campus Roofs \$1,499,063 FSU Campus Roofs \$533,813	Awarded \$300,000 East Police Generator
2020	FL League of Cities	Municipal Achievement Awards	Raising Positive Children Initiative presented by the Education Roundtable Forum	
2020	Various	Research for Arts, Senior Services, Affordable Housing, Special Program grants		ongoing
2020	Various	Grant administration & reporting	Community Foundation, Florida Division of Cultural Affairs, Broward Tourist Development Tax Capital grant	ongoing
2020	State	Florida Division of Cultural Affairs	The Frank Exhibitions and Programming – requested \$150,000 for 2021-2022	Recommended for 150,000. Legislature awarded \$75,000
2020	Federal	FTA Section 5310 Bus Grant	2 Buses + Equipment	\$222,324 Awarded
2020	FTA	Triennial Review of all City	Review and revise city	



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		Transportation Plans	transportation plans to update for the triennial review. Without the plans the city is not eligible for FTA funds.	
2020	State	HMGP – Hazard Mitigation Funds from Hurricane Irma	Assist staff with admin work related to multiple HMGP awards.	
2020	Research	Research into misc grant programs that were not pursued: National League of Cities	Perform daily monitoring of new federal and state funding programs and possible relation to City projects and programs. Analyze funds and prepare memos to staff regarding the potential for grant preparation.	
2020	Contract Deliverables & Reports	FL Division of Cultural Affairs Mid-Year, Final Reports, Contract – General Program Support grant	Required to receive funding	\$77,474  2020 total = \$3,062,230
2021	2021	2021	2021	2021
2021	Federal	FTA Section 5310 Bus Grant	2 Buses + Equipment – Requested \$227,710	Awarded \$227,710
2021	State	Broward Local Mitigation Strategy (LMS) List	Add projects to be eligible for Federal HMGP grants: Charter School Roofs, City Center Security Gate, Fire & Police Generators, Utilities HQ, Recreation Buildings, Stormwater West Neighborhoods	
2021	State	Research into Septic to Sewer funding		ongoing
2021	Federal	Research into Transportation funds for Forman improvements		ongoing
2021	Various	Research for Arts, Senior Services, Affordable Housing, Special Program grants		ongoing
2021	Various	Grant administration & reporting	Community Foundation, Florida Division of Cultural Affairs, Broward Tourist Development Tax Capital grant	ongoing
2021		DEP Water Protection Grants	Septic to Sewer research	
2021		DEP Water Quality Improvement Program	Septic to Sewer research	
2021		Rebuild FL CDBG-MIT	Research	
2021	State	HMGP	Fire station 101 fuel tank – determined= not eligible,	

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			considered "maintenance"	
2021	State	Florida Division of Cultural Affairs	The Frank Exhibitions and Programming – requested \$150,000 for 2022-23. Completed mid-year and final reports.	Awarded \$150,000
2021	State	CDBG-MIT	Utility Building/Division Headquarters. Grant request of 3.51 M, match 990k	Pending
2021	State	DEP Section 319	Septic Sewer. \$916,350 requested, match \$680,000	Declined.
2021	Research	Research into misc grant programs that were not pursued	Perform daily monitoring of new federal and state funding programs and possible relation to City projects and programs. Analyze funds and prepare memos to staff regarding the potential for grant preparation.	
2021	State	DEP water quality grant	Septic-Sewer. \$798,175 Grant request, \$798,175 match.	Declined
2021	State	HMGP COVID	Western Communities Pump. \$1.575 M requested	Awarded in 2023
2021	State	HMGP COVID	Police Headquarters hardening - \$2,446,102 requested	Awarded in 2022
2021	State	FDOT Section 5310 Bus Grant	ARPA Operating Funds for senior bus systems	Awarded \$346,940
				2021 \$724,650 awarded \$4,021,102 deferred to future years
2022	2022	2022	2022	
2022	State	Section 5310 Senior Bus Grant	2 Buses + Equipment	Awarded \$204,995
2022	State	Assist with FDOT Section 5310 Triennial Review	Update ADA, Driver Training, Title VI Civil Rights, Transportation Operating Procedures/Plans. These updates required to qualify for funding.	FDOT approved all updates to plans
2022	State & Federal	Prepare Environmental Grants History	Economic Development Department	
2022	County	Prepare proposal to Broward Transit for Expansion of Community Shuttle Routes	Community Services Department	
2022	County	Children's Services Council	MOST special needs camp.	Awarded \$161,587 x 4 years= \$646,348
2022	Federal	Infrastructure re investment and jobs act (IIJA) and bipartisan	Research on new federal funding programs.	

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		infrastructure law (BIL)		
2022	Federal	U.S. House Federal Appropriation Request through Rep Wasserman-Schultz's office	Water/Wastewater EOC and operations center. \$3.6 million requested.	
2022	FL League of Cities	Award Nomination	Lifetime Achievement Award	
2022	FL Div of Arts & Culture	General Program Support – Cultural Arts Division	Operating Grant request of \$147,000. Submitted May 2022	\$147,000
2022	State	Complete FLDEM requested revisions to Police HQ & West Pump Station budgets	Public Services Department	Awarded \$2,446,102 for Police HQ Hardening and Roof
2022	Federal	EPA Clean School Bus lottery application – request 25 electric school buses	\$9 million request	Not selected in lottery
2022	State	Howard C. Forman Human Services Master Plan update	Community Services Department	Contract renewed with FL DCF
2022	State	Vulnerability Assessment Planning Grant	Requested \$198,000 from FL DEP	Awarded in 2023
2022	State	Request to Legislature for Utilities Headquarters Special Appropriation	Write Project Description	
				<b>2022 total \$2,969,684</b>
<b>2023</b>	<b>2023</b>	<b>2023</b>	<b>2023</b>	<b>2023</b>
2023	State	FD/Federal Transit Administration Section 5310 Bus Grant for Seniors & Individuals with Disabilities	2 buses and equipment	Awarded \$296,023
	Federal/ State	Research - FDOT Local Road & Safety, FEMA Hazard Mitigation Grant Program, FL DEM HLMP, DOE Energy Efficiency & Conservation Block Grant, Wasserman-Schultz Community Projects (Utilities EOC), USDOT EV Charging Stations		Completed
2023	County	Local Mitigation Strategy – update project lists and details as preparation for future federal grants		Completed
2022	State	Vulnerability Assessment Planning Grant	Requested \$198,000 from FL DEP	Awarded \$198,000
2023	Federal	EPA Energy Efficiency & Conservation Block Grant	FSU Elementary A/C system	Awarded in 2024
2023	County	Broward County Transit Audit of Community Bus System	Edit Driver Drug Use Policy, write draft response to CAP for Community Services	

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2023	State	FL Division of Arts & Culture General Program Support. Write grant, prep staff for review panel	\$150,000 request to support The Frank, City Center Plaza & Studio 18 programs for 2024-2025	Recommended for \$150,000; Legislature appropriated/awarded \$97,020
2023	Federal	EPA Clean School Bus application – requesting 25 electric school buses, liaison with Broward School District to use NCES ID to apply	\$5 million request in partnership with Highland Bus Company, August 2023 deadline. Proposal #1	Awarded in 2024
2021	State	HMGP COVID	Western Communities Pump. \$1.575 M total project cost, \$157,510 match	Awarded \$1,417,500 in 2023
2023	County	Children’s Services Council	MOST special needs camp, annual award	\$161,587
2023	State	Research: FL Low Income Household Water Assistance Program		
<b>2023 Total Awards</b>				<b>Total 2023: \$2,170,130</b>
<b>2024</b>	<b>2024</b>	<b>2024</b>	<b>2024</b>	<b>2024</b>
	County CSC	Children’s Services Council	MOST Special Needs Summer Camp (4-year annual award)	\$161,587 awarded
	Federal	EPA Clean School Bus grant – worked with Highland Electric Fleets on proposals	Electric School Bus grant proposal #2 for 25 buses. \$5 million request.	\$5,000,000 awarded
	Federal	Department of Energy – Energy Efficiency Block Grant – attend webinar trainings, research voucher procedures	Requested \$199,350 for FSU Elementary A/C system. Write Energy Efficiency Community Strategy (required to apply)	\$199,350 awarded
	State	General Program Support – FL State Department – Division of Arts & Culture	General Program Support for The Frank & Studio 18. \$150,000 request submitted May 2023, recommended by review panel for \$150,000	Awarded \$70,000 included in budget passed by 2024 Legislature. Governor vetoed all arts funding
	Federal/State	Federal Transit Administration/FL Dept of Transportation Section 5310 Bus Grant for Seniors & Individuals with Disabilities	2 buses and equipment. Requesting \$310,038 for FY25	\$296,023 awarded
	Federal	EPA Climate Pollution Reduction grant. Communication with SE Florida Climate Change Compact development team.	Waste to energy & recycling plant. Project was required to be listed as a Priority by Southeast Florida Climate Change Compact/Plan coordinated by Miami-Dade Solid Waste Authority, as State did not request planning funds. Plan did not	Not eligible

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			identify waste-to-energy & recycling plant as priorities for Broward County.	
	Federal & State	Research: Department of Energy School Energy Improvements		Completed
	Federal	US DOT Safe Streets & Roads	Coordinating with MPO	Completed
	Federal & State	FEMA Hazard Mitigation Grant Program: research, work with Broward LMS group		Completed
	State	Department of Children & Families	Write update of Howard C. Forman Health Park Campus Master Plan	Completed
	County	Broward Transportation Division: Community Shuttle Reporting	Assist Community Services Department Transportation Division with PTSAP safety document updates, Commission documents	Completed
	State	FL Division of Arts & Culture Mid-year Grant Report	Assist Cultural Arts Division with data collection and narrative, submit	Completed
	Federal	Dept. of Justice School Violence grant	Research & planning for 2025 submission	Completed
			General Program Support for The Frank & Studio 18. \$150,000 request submitted May 2023, recommended by review panel for \$150,000	
				<b>2024 Total: \$5,726,960</b>
<b>2025</b>	<b>2025</b>	<b>2025</b>	<b>2025</b>	<b>2025</b>
2025	Broward County CSC	Children's Services Council	Recreation & Cultural Arts Dept. - MOST Special Needs Summer Camp (4-year annual award)	\$161,587 awarded
2025	State FDOT	Section 5310 Advanced Mobility for Seniors & Individuals with Disabilities - Senior Bus Grant	Community Services Dept. – 2 buses for SW Focal Point	\$387,548 awarded
2025	State FDOT	Section 5310 Advanced Mobility for Seniors & Individuals with Disabilities - Senior Bus Grant	Community Services Dept. – 2 buses for SW Focal Point	Submitted, Pending: \$403,000
2025	State	Florida Division of Arts & Culture	Cultural Arts Division - General Program Support for The Frank & Studio 18. Waiting for 2026-2027 RFP from FL Division of Arts & Culture (pending Governor review of 2025-2026 grants line item)	Recommended for \$150,000 by FL Arts Council; actual amount pending Governor approval of 2025-2026 budget passed by 2025 Legislature. Will apply for GPS grant

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				when 2026-2027 RFP is announced (likely 7/2025)
2025	US Department of Justice COPS Program	School Violence Prevention Program	Pembroke Pines Charter Schools Amount Requested: \$500,000 Match: \$168,702 Total Project: \$668,702	Submitted, Pending: \$500,000
2025	FL League of Cities	FL League of Mayors Catalyst Award Nomination	Mayor Castillo nomination of Pilot SW Focal Point Senior Services Cultural Celebrations Program	Submitted, Pending: \$2,500
<b>2025 Total</b>		<b>2025</b>	<b>2025</b>	<b>\$699,135</b>
<b>Total Awarded 2021-2025</b>				<b>\$12,290,559</b>

### **OTHER SERVICES**

#### **Grant Administration - Examples:**

Broward Community Foundation - Art of Community  
 FL Div of Arts & Culture General Program Support and Cultural Facilities Grants – attend review panel scoring meetings with staff  
 Broward Transportation Division Compliance Reports – Triennial Review and Community Bus Resolutions, Safety Documentation  
 Broward Tourist Development Tax Capital Challenge  
 FEMA HMGP grants

#### **Grants & Awards Research - Examples:**

FL Local Road Safety research  
 Broward Cultural Division – Special Events & Festivals grant research  
 Emergency Management & FEMA Grants  
 Arts & Design Grants  
 DOE EECBG Infrastructure Grants  
 Parks & Recreation Grants  
 DOJ COPS School Safety-School Violence Prevention  
 Education Grants  
 Awards – All-America City, Bloomberg, Harvard Innovations, US Conference of Mayors, FL League of Cities, FL League of Mayors

#### **Video Scripts -Examples:**

Charter Schools, Parks and Recreation Services, Police Services, Fire Services, Capital Improvement Program, Bond Issue education, Environmental Lands, Affordable Housing, Senior Center Services, City Place, Health Park, Vision 2020.

#### **Special Projects – Examples:**

Surtax education program  
 City Center development support  
 Transitions in Living (TIL)

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**Master Plans - Examples:**

Forman Health Park Master Plan 2004, 2007, 2024

**Grant other - Examples:**

Research into state and federal funding sources

Other trainings as requested by clients

**Updated 8/6/25**

## Feasibility Review/Cost Analysis for Out-Sourcing vs. In-House Labor for Professional Grant Writing Services

Estimated Annual City Costs	Year 1
Salary for one Grants Coordinator	\$75,000
Salary for one Clerical Specialist	\$40,000
Benefits/Burden Costs - FICA (7.65%)	\$8,798
Benefits/Burden Costs - Retirement (12%)	\$13,800
Benefits/Burden Costs - Health Insurance (\$22,434 per FTE)	\$44,868
Benefits/Burden Costs - Life Insurance (0.4813%)	\$553
Benefits/Burden Costs - Workers' Compensation Insurance (0.2372%)	\$273
Benefits/Burden Costs - OPEB (\$10,489 per FTE)	\$20,978
Misc. Equipment, Office Supplies and Operating Supplies (\$2,000 per FTE)	\$4,000
<b>Sub-Total</b>	<b>\$208,270</b>
Estimated Annual In Rem Costs	Year 1
Professional Grant Writing Services	\$75,000
<b>Sub-Total</b>	<b>\$75,000</b>
<b>Estimated Savings by Out-Sourcing Vs. In-House Labor</b>	<b>\$133,270</b>

Assumptions:

- Salaries are based on averages from salaries of same or similar titles from surrounding municipalities.



## Contract Performance Report Card

**Vendor Name:**

**Granite Tops Industries**

**Contract Purpose:**

**CS-22-04 Counter tops Installation/Housing Division**

Rating Categories

	Maximum Points	Department Head Rating
1. Service(s) Completed on time	25	25
2. Quality of Service(s)	30	30
3. Are all requirements of the contract being met	25	25
4. Department overall satisfaction	20	20
	<u>100</u>	<u>100</u>

A =	100 - 90
B =	89 - 80
C =	79 - 70
D =	69 - 60
F =	59 - 0

**Recommend Renewal?**

☐ Yes / ☐ No / ☒ Not Applicable

**Department Comments:**

  
Department Representative (Signature)

Lisbel Valencia / Property Manager  
Name & Title

Date

7/3/25

  
Department Head Approval (Signature)

Jay Shechter / Housing Director  
Name & Title

Date

7-3-25

## Contract Performance Report Card

**Vendor Name:**

Granite Tops Industries

**Contract Purpose:**

CS-22-04 Counter tops Installation/Housing Division

<u>Rating Categories</u>	<u>Maximum Points</u>	<u>Department Head Rating</u>
1. Work Completed on time	25	25
2. Quality of Work	30	30
3. Are all requirements of the contract being met	25	25
4. Department overall satisfaction	20	20
	<u>100</u>	<u>100</u>

A =	100 - 90
B =	89 - 80
C =	79 - 70
D =	69 - 60
F =	59 - 0

**Recommend Renewal?**

☐ Yes / ☐ No / ☒ Not Applicable

**Department Comments:**

Karen Trent

Department Representative (Signature)

Property Manager

Name & Title

07/02/2025

Date

Jay Shechter

Department Head Approval (Signature)

Director of Housing

Name & Title

07/02/2025

Date

## Contract Performance Report Card

Vendor Name:

South Florida Institute on Aging

Contract Purpose:

RSVP Tech & Community Services Program

<u>Rating Categories</u>	<u>Maximum Points</u>	<u>Department Head Rating</u>
1. Service(s) Completed on time	25	25
2. Quality of Service(s)	30	30
3. Are all requirements of the contract being met	25	24
4. Department overall satisfaction	20	20
	<u>100</u>	<u>99</u>



A =	100 - 90
B =	89 - 80
C =	79 - 70
D =	69 - 60
F =	59 - 0

Recommend Renewal?

Not Applicable

Department Comments:

Due to federal funding cutbacks, this contract is terminating its services on August 29, 2025 with no eligibility to renew. The program was an invaluable asset to the members of the SWFP.

	/	Silvia Aguilar	Assistant Director	August 5, 2025
Department Representative (Signature)		Name & Title		Date
	/	Jay Shechter	Director	August 5, 2025
Department Head Approval (Signature)		Name & Title		Date

## Contract Performance Report Card

**Vendor Name:**

South Florida Institute on Aging

**Contract Purpose:**

Volunteering Services at SWFP

<u>Rating Categories</u>	<u>Maximum Points</u>	<u>Department Head Rating</u>
1. Service(s) Completed on time	25	24
2. Quality of Service(s)	30	29
3. Are all requirements of the contract being met	25	24
4. Department overall satisfaction	20	20
	<u>100</u>	<u>97</u>

A =	100 - 90
B =	89 - 80
C =	79 - 70
D =	69 - 60
F =	59 - 0

**Recommend Renewal?**

Not Applicable

**Department Comments:**

Due to federal funding cutbacks, the services will be terminated as of August 29, 2025 with no eligibility of renewal.

Department Representative (Signature)

Silvia Aguilar Assistant Director August 5, 2025

Name & Title

Date

Department Head Approval (Signature)

Jay Shechter Director August 5, 2025

Name & Title

Date

August 4, 2025

Dear Community Partner,

We are writing to inform you that due to significant federal funding challenges, including the impoundment of AmeriCorps Seniors funds the South Florida Institute on Aging (SoFIA) will be terminating all of its services as of **August 29, 2025**.

We are incredibly grateful for your partnership and collaboration over the years. Your support has allowed us to make a meaningful difference in the lives of older adults and their families throughout South Florida.

As we wind down our operations, we will follow up with information about how your organization can support our current clients and volunteers who may benefit from ongoing services or wish to continue serving in some capacity.

Thank you again for the trust you placed in us and for standing with us to strengthen aging services in our community. We hope to stay connected as we work to ensure continuity of care for those most in need.

With gratitude,



Cresha Reid

President & CEO

South Florida Institute on Aging