

**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**THE CITY OF LAUDERHILL**  
**And**  
**THE COMMUNITY FOUNDATION OF BROWARD (“CFB”)**

This Memorandum of Understanding (“MOU”) is made and entered into this 31 day of December 2025 (“Effective Date”) by and between the City of Lauderhill (“CITY”), and the Community Foundation of Broward (“CFB”), (collectively referred to as the “Parties”).

WHEREAS, the City of Lauderhill is a Florida municipal corporation authorized to enter into agreements necessary to carry out its municipal purposes;

WHEREAS, the Community Foundation of Broward is a Florida nonprofit organization that administers grant funding to support community impact initiatives;

WHEREAS, by Resolution No. 23R-08-197, the City Commission approved a Grant Agreement with CFB for an award of Three Hundred Fifty Thousand Dollars (\$350,000.00) to build capacity for the Lauderhill Health and Prosperity Partnership (“LHPP”) initiative over a two-year period to support two (2) neighborhood hubs;

WHEREAS, pursuant to the Grant Agreement, the purpose of the funding was to increase the capacity of the City of Lauderhill to serve as the backbone organization of the LHPP initiative, aligned with Healthy People 2030 Social Determinants of Health, in order to reduce health disparities and advance health equity in low- to moderate-income communities;

WHEREAS, grant funds were authorized for the full salary and fringe benefits of a Neighborhood Hub Liaison position, as well as select programmatic costs including outreach and equipment;

WHEREAS, by Resolution No. 25R-09-166, the City Commission rescinded Resolution No. 21-03-59 and eliminated LHPP as an initiative of the City;

WHEREAS, following the conclusion of the Grant Agreement term in June 2025, the grant was not closed out;

WHEREAS, CFB determined that an extension of grant-funded activities was not permissible following the City Commission’s adoption of Resolution No. 25R-09-166 eliminating the Lauderhill Health and Prosperity Partnership as a City initiative;

WHEREAS, as a result of the elimination of LHPP as a City initiative, the parties desire to establish a clear, cooperative, and non-binding framework for the orderly and timely closeout of the existing Grant Agreement;

NOW, THEREFORE, in consideration of the foregoing recitals, which are incorporated herein by reference, the mutual promises set forth below, and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties agree as follows:

## 1. PURPOSE

This Memorandum of Understanding ("MOU") establishes a cooperative, non-binding framework for the orderly and timely closeout of the existing Grant Agreement between the City and CFB (the "Grant"). The intent of this MOU is to ensure that all closeout actions are completed efficiently, transparently, and in good faith, consistent with the terms of the original Grant Agreement.

## 2. TERM

This MOU shall become effective upon execution by both parties and shall remain in effect solely for the purpose of closing out the Grant.

## 3. MUTUAL UNDERSTANDING

The City and CFB agree to work collaboratively and in good faith to fully complete all Grant closeout activities within ten (10) business days beginning January 1, 2026 and ending January 15, 2026, or such other mutually agreed timeframe, consistent with the original Grant Agreement and applicable policies.

## 4. CITY RESPONSIBILITIES

The CITY agrees to:

- a) Cooperate fully with CFB to complete all Grant closeout requirements within the agreed timeframe;
- b) Close out the Grant in accordance with an approved extension date of December 31, 2025;
- c) Identify, document, and return any unused or unexpended Grant funds to CFB; provided, however, that all eligible grant-related activity expenditures incurred and accounted for by the City between July 1, 2025 and December 31, 2025 that align with the purpose of the grant per the grant proposal, shall be applied against and deducted from any outstanding Grant balance prior to the calculation and refund of unexpended funds;
- d) The return of Grant funds in the total amount of FIFTY-THREE THOUSAND ONE HUNDRED SIXTY-FOUR DOLLARS AND EIGHTY-SIX CENTS [\$53,164.86].
- e) Approve a City Commission Resolution, if required, to formally approve the Grant closeout and refund of unused funds; and
- f) Provide all reasonable documentation, confirmations, and certifications necessary to support a timely and accurate closeout.

## 5. CFB RESPONSIBILITIES

CFB agrees to:

- a) Cooperate fully with the City to complete all Grant closeout activities within the agreed timeframe;

- b) Process a CFB Board consent agenda item, if required, to formally approve the Grant closeout;
- c) Accept any returned unused Grant funds from the City; provided, however, all eligible grant-related activity expenditures incurred and accounted for by the City between July 1, 2025 and December 31, 2025 that align with the purpose of the grant per the grant proposal, shall be applied against and deducted from any outstanding Grant balance prior to the calculation and refund of unexpended funds;
- d) The returned Grant funds total FIFTY-THREE THOUSAND ONE HUNDRED SIXTY-FOUR DOLLARS AND EIGHTY-SIX CENTS [\$53,164.86]
- e) Confirm receipt of returned funds and documentation, confirmations, and certifications necessary to support a timely and accurate closeout, and provide written acknowledgment of the Grant closeout; and
- f) Maintain transparency and clear communication with the City throughout the closeout process.

## 6. GENERAL PROVISIONS

For the avoidance of doubt, the parties acknowledge that the original Grant Agreement term concluded in June 2025, and that this MOU does not extend, revive, or modify the grant term, but is intended solely to document and effectuate administrative closeout activities.

This MOU is non-binding and is intended solely as a statement of mutual understanding and reasonable guidelines for closing out the Grant. This MOU does not amend the original Grant Agreement except as necessary to effectuate closeout. Each party shall bear its own costs associated with the closeout process. The parties share the goal of completing the Grant closeout by December 31, 2025. Return of unused Grant funds must be submitted via ACH within 10 business days of the closeout date by January 15, 2026.

The points of contact for this MOU are:

**City of Lauderdale:**

Contact Person: Sean Henderson, Deputy City Manager  
Address: 5581 W. Oakland Park Blvd., Lauderdale, FL 33313  
Phone: (954) 730-3000  
Email: shenderson@lauderdale-fl.gov

**Community Foundation of Broward:**

Contact Person: Sheri Brown Grosvenor, Vice President Community Impact  
Address: 910 East Las Olas Blvd. Suite #200, Fort Lauderdale, FL 33301  
Phone: (954) 761-9503 x103  
Email: sbrowngrosvenor@cfbroward.org

This MOU shall be interpreted and construed in accordance with the laws of the State of Florida and shall inure to and be binding upon the Parties, their successors and assigns.

**[SIGNATURE PAGE TO FOLLOW]**

**IN WITNESS WHEREOF**, the Parties have caused this MOU to be executed by their duly authorized representatives.

**CITY OF LAUDERHILL**

By: \_\_\_\_\_  
Name: Kennie Hobbs  
Title: City Manager

**COMMUNITY FOUNDATION OF BROWARD**

By: \_\_\_\_\_  
Sheri Brown Grosvenor  
Vice President, Community Impact

**AS TO FORM:**

By: \_\_\_\_\_  
Hans Ottinot  
City Attorney

By: \_\_\_\_\_  
Carol Dorko, JD  
CFO/COO