



MEMORANDUM

TO: Mayor and City Commission
FROM: Sean Henderson, Finance Director 
THROUGH: City Manager
DATE: January 12, 2026
SUBJECT: MOU with the Community Foundation of Broward – Grant Closeout

BACKGROUND

On June 1, 2023, the City of Lauderhill entered into a grant agreement with the Community Foundation of Broward (“CFB”) in the total amount of \$350,000, with an original contract term ending June 30, 2025. The grant supported community engagement, outreach, and related programmatic activities administered by the City.

As the grant period concluded, both the City and CFB identified the need for a formalized, cooperative framework to ensure the timely, transparent, and orderly closeout of the grant in accordance with the original agreement and applicable policies.

PURPOSE OF THE MEMORANDUM OF UNDERSTANDING

The attached Memorandum of Understanding (MOU) establishes a non-binding framework between the City and CFB to facilitate the administrative closeout of the grant. The MOU does not amend the original grant agreement; rather, it documents the mutual understanding of both parties regarding closeout procedures, timelines, and responsibilities.

Key objectives of the MOU include:

- Completion of all grant closeout activities in good faith
- Confirmation and reconciliation of final expenditures
- Identification and return of any unused or unexpended grant funds
- Formal acknowledgment of grant closeout by both parties

KEY TERMS AND COMMITMENTS

Under the MOU:

- Both parties agree to complete the grant closeout within ten (10) business days beginning December 15, 2025, with the shared goal of concluding all actions no later than December 31, 2025.
- The City agrees to cooperate fully, provide required documentation, and process a City Commission consent agenda item, if required, to approve the closeout and refund of unused funds.
- CFB agrees to accept returned funds, provide written acknowledgment of receipt, and reallocate those funds to priority Community Impact Programs and Projects.
- Each party bears its own costs related to the closeout process.

FISCAL IMPACT

There is no new fiscal impact associated with approval of this MOU. Any unused or unexpended grant funds identified through the reconciliation process will be returned to the Community Foundation of Broward in accordance with the original grant agreement and the terms outlined in the MOU.

RECOMMENDATION

Approval of the Memorandum of Understanding is recommended to formalize the cooperative grant closeout process, ensure compliance with grant requirements, and provide a clear administrative record for audit and reporting purposes.