Agenda
City of Cocoa
Diamond Square Community Redevelopment Agency Regular Meeting

September 15, 2025
6:00 PM
65 Stone Street, Cocoa, FL 32922

I. CALL TO ORDER

1. Invocation
2. Pledge of Allegiance
3. Roll Call

II. APPROVAL OF AGENDA AND MINUTES

1. Agenda: Regular Meeting of Diamond Square CRA for September 15, 2025.
2. Minutes: Regular Meeting of the Diamond Square CRA for August 18, 2025.

III. DELEGATIONS

IV. PRESENTATIONS

V. ACTION ITEMS

1. Request Agency approval of the FY 2026 Contract for Alliance for Neighborhood Restoration (ANR)

VI. ATTORNEY'S REPORT

VII. UPDATES AND STAFF REPORTS

VIII. NEXT MEETING DATE - October 20, 2025 at 6:00 PM

IX. ADJOURNMENT

NOTICE TO PUBLIC:
This is a public meeting. All interested parties may attend. The facility wherein this meeting will be held is accessible to the physically handicapped. Please be advised that more than one member of the City Council may attend. Pursuant to Section 286.0105, Florida Statutes, the City hereby advises the public that: if a person decides to appeal any decision made by this board with respect to any matter considered at its meeting or hearing, that person will need a record of the proceedings and for such purpose, affected persons may need to insure that a verbatim record of the proceedings is made, and such record shall include the testimony and evidence upon which the appeal is to be based. This notice does not constitute consent by the City for the

introduction or admission into evidence of otherwise inadmissible or irrelevant evidence, nor does it authorize challenges or appeals otherwise allowed by law. This agenda is posted on the Municipal Bulletin Board and at the Central Brevard Library and Reference Center in Cocoa for public review.

DIAMOND SQUARE CRA AGENDA ITEM

Memo Date:	07/10/2025
Agenda Date:	9/15/2025
Prepared By:	Peyton Fink, Redevelopment Coordinator
Through:	Charlene Neuterman, Community Services Director
Requested Action:	Request Agency Approval of the Agenda from the Diamond Square CRA Regular Meeting on September 15, 2025, either as written or with amendments.

BACKGROUND:

Request Agency Approval of the Agenda from the Diamond Square CRA Regular Meeting on September 15, 2025, either as written or with amendments.

PRIORITY AREA CONNECTION:

Economic and Community Development

BUDGETARY IMPACT:

PREVIOUS ACTION:

RECOMMENDED MOTION:

Request Agency Approval of the Agenda from the Diamond Square CRA Regular Meeting on September 15, 2025, either as written or with amendments.

DIAMOND SQUARE

REDEVELOPMENT AGENCY

Tracy Moore
Chairperson

Crystal McQueen
Vice Chairperson

Larry Brown
Board Member
*(Appointed by Brevard County)

Brenda Fox
Board Member

Jackie Isom
Board Member

Angelia Smith
Board Member

Marilyn Smith
Board Member

DATE: Monday, September 15, 2025
TIME: 6:00 p.m.

Location: Dr. Joe Lee Smith Community Center
415 Stone Street

I. **CALL TO ORDER**
INVOCATION
PLEDGE OF ALLEGIANCE
ROLL CALL

II. **APPROVAL OF AGENDA AND MINUTES**

AGENDA: Regular Meeting of September 15, 2025
MINUTES: Minutes of the Regular Meeting of August 18, 2025

III. **DELEGATIONS**

IV. **PRESENTATIONS**

V. **ACTION ITEMS**

1. Request Agency approval of the FY 2026 Contract for Alliance for Neighborhood Restoration (ANR).

VI. **ATTORNEY'S REPORT**

VII. **UPDATES AND STAFF REPORTS**

VIII. **NEXT MEETING DATE**
The next meeting of the Diamond Square Community Redevelopment Agency is Monday, October 20, 2025, at 6:00 PM. The meeting will be held at the Cocoa City Hall, Council Chambers, located at 65 Stone Street, Cocoa, FL 32922.

IX. **ADJOURNMENT**

NOTICE TO PUBLIC:
This is a public meeting. All interested parties may attend. The facility wherein this meeting will be held is accessible to the physically handicapped. Please be advised that more than one member of the City Council may attend. Pursuant to Section 286.0105, *Florida Statutes*, the City hereby advises the public that: if a person decides to appeal any decision made by this board with respect to any matter considered at its meeting or hearing, that person will need a record of the proceedings and for such purpose, affected persons may need to insure that a verbatim record of the proceedings is made, and such record shall include the testimony and evidence upon which the appeal is to be based. This notice does not constitute consent by the City for the introduction or admission into evidence of otherwise inadmissible or irrelevant evidence, nor does it authorize challenges or appeals otherwise allowed by law. This agenda is posted on the Municipal Bulletin Board and at the Central Brevard Library and Reference Center in Cocoa for public review.

MINUTES
CITY OF COCOA
DIAMOND SQUARE CRA
REGULAR MEETING
August 18, 2025

The Regular Meeting of the Diamond Square Community Redevelopment Agency was held on August 18, 2025, at the City of Cocoa, City Hall, 65 Stone Street, Cocoa, FL, as publicly noticed.

I. **Call to Order**

Chairperson Moore called the meeting to order at 6:03 p.m.

Invocation: Agency Member Moore provided the invocation.

Pledge of Allegiance: Agency Member Moore led the Pledge of Allegiance to the flag of the United States of America.

ROLL CALL:

Tracy A. Moore	Chairperson
Crystal McQueen	Vice Chairperson
Larry Brown	Agency Member
Brenda Fox	Agency Member
Jackie Isom	Agency Member
Angelia Smith	Agency Member
Marilyn Smith	Agency Member
Joseph Colombo	Agency Attorney
Peyton Fink	Recording Secretary

PRESENT:

Tracy A. Moore	Chairperson
Crystal McQueen	Vice Chairperson -via phone
Brenda Fox	Agency Member
Jackie Isom	Agency Member
Angelia Smith	Agency Member
Joseph Colombo	Agency Attorney
Peyton Fink	Recording Secretary

ABSENT: Agency Members **Larry Brown** and **Marilyn Smith**

STAFF PRESENT: Community Services Director **Charlene Neuterman** as well as Communications & Economic Development Director **Samantha Senger.**

<u>AGENDA</u>:

Agenda - Regular Meeting of August 18, 2025.

***MOTION by Agency Member Fox; SECONDED by Agency Member Isom; to approve the Agenda for the Regular Meeting of August 18, 2025, either as written or with amendments.**

AYES: MOORE, MCQUEEN, FOX, ISOM, A. SMITH, M. SMITH.

MOTION PASSED (5-0)

<u>MINUTES:</u>

Regular Meeting of July 21, 2025

***MOTION by Agency Member Isom ; SECONDED by Agency Member Fox ; to approve the Minutes for the above minutes as written or with amendments.**

AYES: MOORE, MCQUEEN, FOX, ISOM, A. SMITH,

MOTION PASSED (5-0)

II. **<u>Delegations</u>**:

III. **<u>Presentations</u>**:

IV. **<u>Action Items:</u>**

(Before beginning, the Chairperson recommended that we switch action items one and three so Samantha Senger can discuss her item first.)

1. UpStart Cocoa Forgivable Loan Application Award – T&K Kreative Kreations.

Consideration of a $12,500 Cocoa forgivable loan with T&K Kreative Kreations according to the Procedures, Policies, and Conditions of the Upstart Cocoa Minority Small Business Program and approval to reimburse any business-related expenses from the last 6 months while the applicant was completing the Ignite 360 program.

Director Senger began by discussing changes made to the program on August 12. It is due to these changes to federal law that this can no longer be a minority program, it now has to be open to all. Regardless of this change in law, this program will still be a small business incentive. She went on to state that any accepted applicant in Cocoa will receive $10,000 with $2500 going towards the curriculum and the remainder going towards reimbursed expenses. $15,000 for Diamond Square businesses.

There have also been changes made to how they review applicants as they will now review additional criteria such as do they think it will be successful long-term, do they have potential to succeed, etc. Director Senger added that more points will be added to residents who apply for the program. This is a new benefit as it was not previously on the program. Upon being asked by Agency Member Fox, Samantha clarified on the meaning of new businesses as it pertains to this program. She stated that with this program a new business pertains not just to ones that are opening their doors for the first time but also to ones that are being relocated to the area. The size of businesses that qualify is also discussed, and it must be under 10 employees. There are two applications, one is offered in Diamond Square and one is for Cocoa.

This current application is from Tawana Hawkins from T&K Kreations, she applied outside of Diamond Square but since applying has moved her business into the Diamond Square area. She completed the Ignite 360 course which cost $2500, and she is now applying for the remaining $12,500 for the loan from the UpStart program. Samantha states that community give back is required of all applicants, and Tawana Hawkins is going to donate to a school as part of her give back to the community. She will report once it happens.

Kathy Webster was then called to the stand to talk about Ignite 360 and Tawana's proposal. She shared about how much Tawana has benefited from the program and how she is a great candidate for the funds. Upon being asked by Chairperson Moore, Kathy went into detail regarding how Tawana benefited from the mentoring. Kathy then elaborated on this and went into more detail regarding the employees at the organization and stated that individuals benefit differently from this program depending on what they are looking for. Director Senger also contributed to the conversation by saying that it really has benefited Tawana and that we want to see businesses thriving and this program gave her the tools to do so. Director Neuterman also took time to share that she has been a mentor for such programs, and she helped navigate through the government aspects of work which can be a lot for businesses, and it has been a great experience for them and her. This is the first Diamond Square business to go through the whole process. There will be a second in 8 weeks, possibly. A motion is made by Agency Member Fox to approve this loan, and it is seconded by Agency Member Smith.

***MOTION to approve the $12,500 Forgivable Loan with T&K Kreative Kreations by Agency Member Fox; Seconded by Agency Member A Smith.**

AYES: Moore, McQueen, Fox, A. Smith, Isom. Motion Passed (5-0)

NAYS: None

2. Staff are requesting Agency approval for an application for the agency's Paint Grant Program in an amount not to exceed $1,000 for the property located at 611 Washington Avenue, Cocoa, FL 32922 and authorize the City Manager to execute a Paint Program Agreement.

Myila Young has submitted a Residential Paint Grant application for an amount not to exceed $1,000 for her property located at 611 Washington Avenue, Cocoa, FL 32922. This grant would allow Mrs. Young to make renovations to her house to keep the exterior up to date.

The house is 1,200 square feet while the color selection is blue for the walls and white for the trim. Staff request approval of the grant application for an amount not to exceed $1,000.

Director Neuterman began by giving information regarding the applicant and what she wants done. The homeowner is eligible for the fund. Director Neuterman reminds the agency that a portion of the money from this grant will go towards pressure washing of the house up to an amount not to exceed $1,000 it is up to them to do the work. A motion is made by Agency Member Fox to approve the grant, and it is seconded by Agency Member Isom.

***MOTION to approve the $1000 Paint Grant funding to Myila Young by Agency Member FOX; seconded by Agency Member Isom.**

AYES: Moore, McQueen, Smith, , Isom, Fox. Motion Passed (5-0)

NAYS: None

3. Analysis of the My Community Cares Program Summer 2025 Program Roster and Budget, as directed by the Agency. Agency direction on how to proceed with funding for the program that was completed in June.

At the July 21, 2025 meeting, the board was unable to come up with a definitive amount to give to the program, so the motion to award an amount to the My Community Cares Program -A Special Place for Our Teens (SPOT) was tabled until the next meeting (August 18, 2025). Staff prepared an analysis for the Agency to determine how to proceed with funding for the program. Should the Agency approve funding, Staff will need to return to the Agency at the next available meeting to make an amendment to the FY2025 Budget to cover the expenses approved. Staff requests direction from the Agency on funding this project.

Director Neuterman began by reminding agency members of the last meeting where staff were asked to provide an analysis regarding what information had been received at past meetings. She noted that there were various discrepancies found in the analysis and that the Staff is now requestion direction from the agency on what to reward if anything to the My Community Cares Program. She notes that this program did accommodate youth during the closure of the Dr. Joe Lee Smith Community Center. She also stated that if the agency does decide to award this program, then staff will need to return to the next Diamand Square meeting to go over the budget.

The Agency members began to discuss the numbers from the analysis to try and determine a total. Director Neuterman then shared an email from Agency Member Brown, in this email he shared his own calculation where he got over $2,400 so he is in favor of the amount that was discussed at the previous Diamond Square CRA meeting, and that amount was $2,500.

The Chairperson is in favor of giving the program somethings but wants to further discuss how much it would be. The Chairperson and Director Neuterman then started to discuss the amounts that the group were being charged. We do not know specific details regarding field trips, so we don't know an exact number if the group did go on them.

$2,017.60 is the number Agency Member A. Smith got when calculating the information provided including field trips. Agency Member Fox suggests accepting this number since this is an unprecedented circumstance. A motion is made by Agency Member A. Smith, and it is seconded by Agency Member Isom.

***MOTION to award $2,017.60 grant funding to My Community Cares Program -A Special Place for Our Teens (SPOT) for reimbursement by Agency Member A. Smith ; seconded by Agency Member Isom.**

AYES: Moore, McQueen, Fox, A. Smith, Isom

NAYS: None

V. **Attorney's Report**: None.

VI. **Updates and Staff Report:**

1. Director Neuterman shares that details will be given to the individuals who are interested in attending the FRA Conference.
2. She then discussed the new Redevelopment Coordinator with the Agency Members
3. Updated the agency on the Michael C. Blake subdivision. Moving forward on two homes. Contributing money to build a playground and park to make it more of a community area.
4. Reminds agency member that the next meeting is at Dr. Jolie Smith Center
5. She will be bringing back numbers from the Parks and Rec department hopefully at the next meeting
6. Moving forward with final budget hearing, it should be approved near the end of September, and the new budget will take place on October 1.
7. Discussed the Diamond Square CRA plans with the Agency members.
8. Director Neuterman then requested making time at a future meeting to discuss RFP and what ideas would work there

VII. **Next Meeting Date**:

The next regularly scheduled meeting of the **Diamond Square Community Redevelopment Agency** will be on **Monday, September 15th,** at **6:00 pm** at the Dr. Joe Lee Smith Community Center, 415 Stone Street, Cocoa, FL, unless a business need arises earlier.

VIII. **Adjournment**

***MOTION to adjourn by Agency Member Moore; SECONDED by Agency Member Smith.**

AYES: Moore, McQueen, Fox, Isom, A. Smith.

NAYS: NONE

MOTION PASSED (5-0)

THE MEETING WAS ADJOURNED at 7:06 pm.

____
Tracy Moore, Chairperson

Respectfully Submitted by:

____
Peyton Fink, Recording Secretary

DIAMOND SQUARE CRA AGENDA ITEM

Memo Date:	08/22/2025
Agenda Date:	9/15/2025
Prepared By:	Peyton Fink, Redevelopment Coordinator
Through:	Charlene Neuterman, Community Services Director
Requested Action:	Request Agency approval of the FY 2026 Contract for Alliance for Neighborhood Restoration (ANR)

BACKGROUND:

Similar to the budget for FY 2025, the budget for FY 2026 in regard to the Contract for the Alliance for Neighborhood Restoration (ANR) is $45,000 for the year, which is equivalent to $3,750 a month. Staff are confident that the contract is effective and that the streamlined reporting will allow for better accountability to auditors, and to the Agency Board. Staff is requesting the agency members approve the FY2026 Contract for Alliance for Neighborhood Restoration (ANR).

Scope of Service:

1. Development of Community Policing Innovations: Additional community policing innovations may include projects or initiatives that focus on school safety, child abuse intervention, domestic and gun violence, and drugs.
2. Workforce and Career Readiness Training: Initiatives that educate and train individuals to meet the needs of current and future business and industry in order to maintain a sustainable competitive economic environment.
3. Mentoring and Youth Leadership Development. Initiatives that focus on mentoring youth and building leadership skills for all program participants.

The Alliance will perform these services on behalf of the CRA with respect to matters relating to or affecting the Diamond Square Redevelopment Plan. All services funded by this Professional Services Agreement shall be for Diamond Square CRA residents ONLY.

Staff is requesting Agency approval of the FY 2026 Contract for Alliance for Neighborhood Restoration (ANR)

PRIORITY AREA CONNECTION:

Economic and Community Development
Community Outreach and Engagement

BUDGETARY IMPACT:

Budgeted for FY 2026, $45,000 a year.

PREVIOUS ACTION:

Agency approves the ANR agreement annually.

RECOMMENDED MOTION:
Request Agency approval of the FY 2026 Contract for Alliance for Neighborhood Restoration (ANR)

Diamond Square Community Redevelopment Agency
Diamond Square Program Initiative
Monthly Progress Report Form

Grant Program Title: Diamond Square Program Initiative

Grantee Organization: Alliance for Neighborhood Restoration

Grant Period: October 1, 2025 – September 30, 2026

Date of Report:

Prepared by:

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1. Introduction

This report outlines the tasks and deliverables identified in the work plan for the Diamond Square Program Initiative. The purpose of this report is to provide a comprehensive overview of the progress made, ensure accountability, and highlight any adjustments or deviations from the original plan.

2. Objectives of the Program Initiative

- **Objective 1:** Development of Community Policing Initiatives
- **Objective 2:** Workforce Readiness Training
- **Objective 3:** Mentoring and Youth Leadership Development

3. Tasks and Deliverables

3.1 Task 1: After-School Program

Description:

- Programs located in Diamond Square CRA to support after school learning opportunities.

Deliverables:

1. **Deliverable 1.1:** [Description of Deliverable 1.1, e.g., completion of a report, development of a tool] *What activity did you complete this month?*
2. **Deliverable 1.2:** [Description of Deliverable 1.2] *What activity did you complete this month?*

Status:

- [Current status of Task 1, e.g., Completed, In Progress, Not Started]
- **Details:** [Brief explanation of progress, challenges, and next steps]

Responsible Parties:

- [Name/Title of individual or team responsible]

3.2 Task 2: Diamond Square Community Career Readiness Program

Description:

- On the job training program for youth during a four-week summer period to include guest speakers, work experiences, etc.

Deliverables:

1. **Deliverable 2.1:** [Description of Deliverable 2.1]
2. **Deliverable 2.2:** [Description of Deliverable 2.2]

Status:

- [Current status of Task 2]
- **Details:** [Brief explanation of progress, challenges, and next steps]

Responsible Parties:

- [Name/Title of individual or team responsible]

3.3 Task 3: Youth Employment Training Program (Phases 1-3)

Description:

- Youth Employment Training Program to incorporate Phases 1 through 3 to develop job skills and experiences for the youth in the program. This program serves as a catalyst to expose youth to the world of work through summer employment, workshops and hands-on experiences.

Deliverables:

1. **Deliverable 3.1:** [Description of Deliverable 3.1]
2. **Deliverable 3.2:** [Description of Deliverable 3.2]

Status:

- [Current status of Task 3]
- **Details:** [Brief explanation of progress, challenges, and next steps]

Responsible Parties:

- [Name/Title of individual or team responsible]

Contact Information:

- [Your Name/Title]
- [Phone Number]
- [Email Address]

Attachments:

1. [List any attachments, e.g., attendance reports, agendas, curriculum]

Diamond Square Community Redevelopment Agency
Diamond Square Program Initiative
Monthly Progress Report Form

Expenditure Report Form – Reimbursement Request

Diamond Square Program Initiative

FY2025 (October 1, 2025 – September 30, 2026)

Date of Report: **(Due by the 10th of each month)**

1. Introduction

This expenditure report provides an update on the status of the Diamond Square Program Initiative, detailing the staff involved, hours worked, funds expended, and the percentage of program completion.

2. Staff Working

Staff Member	Role/Title	Hours Worked	Total Cost
[Name 1]	[Role 1]	[Number]	[Cost]
[Name 2]	[Role 2]	[Number]	[Cost]
[Name 3]	[Role 3]	[Number]	[Cost]
Total		**[Total Hours]**	**[Total Cost]**

3. Funds Expended Monthly

Expense Category	Actual Expenditure
Personnel Costs	[Actual Amount]
Materials	[Actual Amount]
Other	[Actual Amount]
Total	**[Total Actual]**

Diamond Square Community Redevelopment Agency
Diamond Square Program Initiative
Monthly Progress Report Form

4. Budget Overview

Allocated Budget: $45,000.00

Amount of Request: [Request for month]

Expenditures to Date: [Amount spent so far]

Remaining Budget: [Remaining balance]

Signature of person completing the report_________________________________ Date_________

Name of person completing the report___________________________________

AMENDMENT # 1 – DIAMOND SQUARE INITIATIVE PROJECT

THIS AMENDED AGREEMENT is made this ____ day of_________________, 2025, by and between the **City of Cocoa Diamond Square Community Redevelopment Agency,** a Florida Community Redevelopment Agency formed pursuant to Section 163.330 **et seq**. Florida Statutes, whose address is 65 Stone Street, Cocoa, Florida (hereinafter referred to as the CRA) and the **Alliance for Neighborhood Restoration** (hereinafter referred to as the Alliance) whose address is Post Office Box 727, Cocoa, FL 32923.

The CRA intends to enter into a Professional Services Agreement with the Alliance for the provision of services by the Alliance and the reimbursement for those services by CRA as set forth below.

I. SCOPE OF SERVICES

The Alliance will perform the following services on behalf of the CRA with respect to matters relating to or affecting the Diamond Square Redevelopment Plan. **All services funded by this Professional Services Agreement shall be located in the Diamond Square CRA**. Responsibilities include, but are not limited to:

a) Development of Community Policing Innovations: Additional community policing innovations may include projects or initiatives that focus on school safety, child abuse intervention, domestic and gun violence, and drugs.
b) Workforce and Career Readiness Training: Initiatives that educate and train individuals to meet the needs of current and future business and industry in order to maintain a sustainable competitive economic environment.
c) Mentoring and Youth Leadership Development. Initiatives that focus on mentoring youth and building leadership skills for all program participants.

II. SPECIFIC GOALS OF THIS PROGRAM

Reverse the spiraling decline of the neighborhood caused by drug use and crime, and provide for the public health, safety, morals and welfare of the community.

a) Plan and implement Out-of-School Time (OST) programs for the Cocoa Police Athletic League (PAL) Center/Moore Center located at 307 Blake Avenue, for a minimum of **5** youth during the school year, and a minimum of **10** youth for four weeks during the summer.
b) Plan and implement a four-week Summer Career Readiness Program and on-the-job training program for a minimum of **12** Diamond Square youth in Phase 1 and a minimum of **6** in Phase 2 on-the-job trainees.
c) Coordinate a Youth Leadership Summit to provide opportunities to connect area youth with college-aged mentors.
d) Coordinate Crime Prevention Activities for Youth that help build character, develop leadership skills, and build a positive rapport with law enforcement.
e) Coordinate and sponsor a PAL **Sports/Athletic** Programs (such as basketball) for area youth, targeting a minimum of 20 Diamond Square Youth between the ages of 8-14. **During the programs, conduct a session with Cocoa Police Department about bridging the gap between law enforcement and the youth.**

III. THE PAL AFTER SCHOOL/SUMMER ACADEMY PROGRAM MODEL

a) This program serves as a Program Service Delivery Model that provides a range of services and supportive programs:
   i. Educational
   ii. Cultural
   iii. Recreational
   iv. Health
   v. Justice-related programming
b) The goal is as follows:
   i. Promote skill building and mastery through Out of School Time programming.
   j. Promote literacy learning, visual/performing arts and physical education.
   k. Promote programs that increase self-esteem and improve positive engagement.

IV. WORKFORCE READINESS MODEL

a) This program serves as a catalyst to expose youth to the world of work through job shadowing, summer employment, technology workshops and other hands-on opportunities.
b) The goals are as follows:
   i. To enhance the employment opportunities of under-served youth by providing career exploration, training, and development of social skills through partnering with public and private organizations to create models of success and improve the overall health of the community.
   ii. Upon completion of the full year (2025-2026) of leadership training coupled with a volunteer requirement, youth will participate in an on-the-job training component in the 2026 PAL Summer Academy and other partnering organizations.
   iii. Assist in the design and implementation of the Summer Academy Program, providing an opportunity for both children and teens to interact in a camp-like setting. As counselors, they will develop skills in mentoring, problem solving and conflict resolution.
   iv. Plan, coordinate and host Life Skills and Job Readiness Workshop to help employers develop talent pipelines by implementing comprehensive strategies and tools that promote self-sufficiency and workforce development to help potential employees to be better equipped and prepared for workforce success.

V. REPORTING REQUIREMENTS

a) The preparation and submission of twelve (12) monthly reports detailing the specific efforts regarding the above referenced services. The Monthly Report (Exhibit A) will provide the status of all services. This report is to be submitted for review by the Community Services Director and/or their designee no later than ten (10) days after the end of each month. The Community Services Director must approve the form of each Monthly Report prior to any disbursement of funds being authorized by the CRA.
   i. At a minimum, the Monthly Report shall include:
      1. **Job locations and hours worked**
      2. Monthly Activity Report (template to be provided)
      3. Attendance Reports (Exhibit A-1)
      4. Monthly Deliverables as outlined in the 2025-2026 Program Deliverables Provided (Exhibit B)

b) In the event any Program level is not accomplished as detailed above, a Corrective Action Report will be submitted to the Community Services Director and/or their designee at the time of the specific Monthly Report. The Corrective Action Report must detail the actions to be taken to correct the cited deficiency within the next month or another month.

c) The preparation and submission of an Annual Report detailing the specific efforts regarding the above referenced services. The Annual Report will provide the status and performance measurements of all services as detailed above. This report is to be submitted for review by the Community Services Director and/or their designee no later than ten days after the end of the fiscal year.

d) Upon the request of the CRA, a representative of the Alliance shall present the report(s) to the Board.

e) The Alliance shall provide evidence of its current non-profit corporate status prior to any disbursement of funds being authorized by the CRA, to include its most recent IRS Form 990 filing, as well as their Annual Audit Report.

f) The following items must be submitted by the Alliance prior to any disbursement of funds being authorized by the CRA:
   i. Operational Budget
   ii. Copy of Assessment Pre and Post tests
   iii. A detailed summary of the curriculum that describes the above-mentioned goals, outcomes and deliverables.
   iv. Monthly schedule of Diamond Square Grant Initiatives Program
   v. A copy of intake materials – names/addresses/ages of participants
   vi. A copy of the number of attendees at each program activity. Actual sign-in sheets may be required.

VI. COMPENSATION AND METHOD OF PAYMENT

a) For the period of October 1, 2025, through September 30, 2026, the CRA shall reimburse the Alliance for performing services specified in the Scope of Work in the amount of 12 monthly payments, not to exceed the annual maximum amount of Forty-Five Thousand Dollars and no cents ($45,000.00). Funds will be paid after the submission and approval of the Monthly Report.

Payment schedule is as follows:

- Monthly: $3,750 X (12)

Total: $45,000

VII. ADDITIONAL SERVICES

a) The undertaking by the Alliance to perform services defined within this Services Agreement is only for those services specifically described herein. Upon the request of the CRA, the Alliance may agree to perform additional services. The CRA shall pay the Alliance for the performance of such additional services at an amount to be separately negotiated.

VIII. TERMINATION

a) Either party upon a thirty (30) day written notice to the other party may terminate this Services Agreement with or without cause.

IX. PERSONS BOUND BY SERVICES AGREEMENT

a) The persons bound by this Services Agreement are the Alliance and the CRA and their partners, successors, heirs, executors, administrators and other legal representatives.
b) This Services Agreement and any interest associated with this Services Agreement may not be assigned, sublet or transferred by either party without the prior written consent of the other or transferred by either party without the prior written consent of the other party.
c) Nothing herein shall be construed to give any rights or benefits arising from this Services Agreement to anyone other than the Alliance and the CRA.

X. MISCELLANEOUS PROVISIONS

a) Time is of the Essence
   i. Time is of the essence of this Services Agreement, and the parties agree to cooperate with each other in performing their respective obligations under this Services Agreement.
b) Independent Contractor
   i. Alliance and all employees of the Alliance shall be considered an Independent Contractor under this Services Agreement and not an employee or agent of the CRA.
c) Governing Law
   i. This Services Agreement shall be construed and enforced in accordance with the laws of the State of Florida. The parties further agree that, in any dispute between those relating to this Services Agreement, exclusive jurisdiction for state court actions shall be the trial courts located in Brevard County, Florida and for Federal actions in the district court located in Orlando, Florida. Any obligation as to jurisdiction or venue in such courts is hereby expressly waived.
d) Amendments

i. This Services Agreement shall not be modified or amended except by written agreement duly executed by the parties hereto and approved by the CRA.

e) Entire Services Agreement

i. This Services Agreement supersedes any other agreement, oral or written and contains the entire agreement between the parties as to the subject matter hereof.

f) Severability

i. If any provisions of this Service Agreement shall be held to be invalid or unenforceable to any extent by a court of competent jurisdiction, the same shall not, affect in any respect the validity or enforceability of the remainder of this Services Agreement.

g) Effective Date

i. This Services Agreement shall become effective on the date it is executed by both parties and shall continue until September 30, 2026, with an opportunity to renew at the discretion of the CRA.

h) Attorney Fees

i. Should any dispute or legal action arise out of this Services Agreement or the obligations stated herein, or any dispute or action is based upon this Services Agreement or any of its provisions, the prevailing party shall be entitled to recover its reasonable attorney fees, expenses and costs incurred in connection with such a dispute or action, including without limitations, its attorney fees and costs through all administrative, pre-trial, post judgment, and appellate proceedings.

i) Insurance – The Alliance, at its own expense, shall keep in force and always maintain during the term of this Services Agreement:

i. General Liability Insurance: General Liability Insurance issued by the responsible insurance companies and in a form acceptable to the City, with combined single limits of not less than One Million Dollars ($1,000,000.00), for Bodily Injury and Property Damage per occurrence.

ii. Automobile Liability Insurance – Automobile Liability coverage shall be in the minimum amount of One Million Dollars ($1,000,000.00) combined single limits for Bodily Injury and Property Damage per accident.

iii. Workers' Compensation Coverage: Full and complete Workers' Compensation Coverage, as required by State of Florida law, shall be provided.

iv. Insurance Certificates: The Contractor shall provide the City with Certificate(s) of Insurance on all policies of insurance and renewals thereof in a form(s) acceptable to the City. Said Liability Policies shall provide that the City be an additional insured. The City shall be notified in writing of any reduction, cancellation or substantial change of policy or policies at least thirty (30) days prior to effective date of said action. All insurance policies shall be issued by reasonable companies who are licensed and authorized under the laws of the State of Florida.

j) Notices

i. Unless otherwise stated herein, all notices to the parties of this Service Agreement shall be in writing, certified mail return receipt requested, at the addresses listed in this Agreement.

IN WITNESS WHEREOF the CRA and the Alliance have executed this Services Agreement the day and year indicated below:

CITY OF COCOA
DIAMOND SQUARE
REDEVELOPMENT AGENCY
65 STONE STREET
COCOA, FL 32922

By: ______________________________
Its: City Manager
Date: _________________________

ALLIANCE FOR NEIGHBORHOOD
RESTORATION
POST OFFICE BOX 727
COCOA, FL 32922

By: __________________________________
Its: Executive Director
Date: ________________________