

**Exhibit A**  
**Scope of Authorization**  
**Culinary Kitchen Incubator Program**

**A. Introduction/Background**

A Community Redevelopment Agency (CRA) is a dependent district established by City government for the purpose of carrying out redevelopment activities that include reducing or eliminating blight, improving the economic health of an area, and encouraging public and private investments in a CRA district. An important part of creating a CRA is the preparation and adoption of a CRA Master Redevelopment Plan, which sets forth the programs for improvement for the redevelopment area. The CRA sponsored Culinary Kitchen Incubator Program at the E. Pat Larkins Center will offer, through a series of free workshops, to future culinary entrepreneur's assistance in business services, food and supply procurement, necessary licensing requirements and provide assistance and guidance with compliance with health regulations.

**B. Objective**

The objective of this program is to provide free workshops to future culinary entrepreneurs who lack business experience. This program shall assist in mitigating typical challenges such as issues related to facility costs, regulatory compliance procedures, and additionally, will provide assistance with the application for health regulations and licensing.

**C. Scope of Work**

This program shall utilize either the (B side, west) or (A-stage side) and the kitchen area of the E. Pat Larkins Center located at 520 MLK Blvd, Pompano Beach, FL 33060 on Wednesdays between the hours of 5:30pm and 9:00pm. This program provides instruction in, but not limited to:

- Operational business services
- Food and Supply procurement
- Best practices in the kitchen, to include preparation, cooking, and sanitation
- Food plating, packaging, and marketing instruction
- Overview of facility costs
- Regulatory compliance
- Assistance in the application process for health regulations and licensing

All Instructors shall:

- Be Certified Food Handlers
- Be a Graduate of an Accredited Culinary School with experience in Management

**D. Program Schedule**

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During the term of this agreement, set up for the program shall begin no earlier 5:30pm and clean-up of the programs shall conclude at 9:00pm. If additional space, time or days are requested, LICENSEE must provide a written request at least thirty (30) days in advance to be approved by the Recreation Programs Administrator or designee.

**E. Summary Schedule of Tasks and Deliverables**

**Schedule** - A minimum of thirty (30) days prior to commencing the initial workshop and each subsequent workshop, LICENSEE shall be required to submit in writing a detailed schedule to include, but not limited to, start dates and conclusion dates of each workshop and a roster of participants with contact information, for approval by the Recreation Programs Administrator or designee. Additionally, LICENSEE shall ensure that youth program participants not remain within the facility no more than 30 minutes of the conclusion of each class.

**Equipment**- LICENSEE shall maintain two (2) stand-alone storage locker(s), and or cage(s) on site with approval from the City. The City may provide additional storage space at its sole discretion.

**Inspection** - An inspection will be conducted by the CITY prior to and at the conclusion of the program to ensure that the facility is in accordance with the approved site layout. When implementing the site layout LICENSEE shall ensure that no damage is done to the facility.

**Trash and Clean-up of Area** - LICENSEE shall be responsible for clean-up and removal of all food items, supplies (food, cooking utensils, cookware, etc.) and trash from the area during and after the program. LICENSEE also agrees that all kitchen areas, surfaces and appliances must be left clean and all garbage must be disposed of properly in the dumpster located on premises. LICENSEE shall further be responsible for the dismantling and removal of any supplies and equipment.

**Background Checks and Waivers** - LICENSEE, its employees, volunteers; subcontractors and all other agents providing services under this Agreement shall comply with the CITY's Youth Programs Background Screening Policy as set forth in Exhibit D. At least two (2) weeks prior to LICENSEE or any of its agents providing services under this Agreement, LICENSEE shall provide the CITY's Contract Administrator or designee a completed and fully-executed Release on all such persons so that CITY, at the sole cost of LICENSEE, can conduct the background checks required hereunder. CITY reserves the right to refuse to permit LICENSEE or any of its agents to provide services under this Agreement based upon the grounds for disqualification as stated in the Youth Programs Background Screening Policy. Additionally, each registrant shall execute a waiver and release, set forth as Exhibit C, prior to participating in the workshops.

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**Sanitation** - LICENSEE shall provide sanitation of food facility in accordance with applicable laws and regulations of the State of Florida Department of Hotel and Beverage and the Broward County Health Department.