

## **EXHIBIT E**

### **Bi-Annual Reporting Commitments**

DBIA Service’s (DBIA) regular bi-annual reports will provide consistent information—including measurements and summaries—regarding the activities being conducted as part of this Agreement. The Department of Parks and Recreation (DPR) and DBIA will work together to develop a reporting format that is acceptable to DPR prior to the Bi-Annual Report dates listed below.

#### **Bi-Annual Report Due Dates**

2016 - Given the short timeframe in 2016, only one report will need to be submitted to DPR on November 1, 2016.

2017-2020 - Bi-Annual Report due dates are the first business days of May and November.

#### **Monitoring and Evaluation Summary**

DBIA will submit to DPR a Bi-Annual Report that includes the following for each park:

- Finances -- Income (including all funds, permit fees, and revenues) and expenses on an accrual basis:
  - Showing transactions of the current period and year-to-date;
  - Separating revenues and expenses by category;
  - Clearly identifying the period— date, month, and year—covered by the report;
  - Providing narrative information to explain any problems or irregularities in record-keeping or reporting that DPR should be aware of.
  - Indicating status of the required funding ratio of a minimum of three private sector dollars to every one public investment dollar
- Attendance and Female-to-Male Ratio -- Measure of park vibrancy and perceived safety as reflected by total visitor attendance and female-to-male ratios. Attendance and measurements will be taken throughout the year at a minimum of twice daily and will include regular, daily attendance and, when relevant, event-based attendance.
- Outreach for community input and feedback -- Summary of outreach methods (surveys, etc.) employed to collect community input and feedback regarding how safe, welcoming, and vibrant the parks are perceived to be and regarding the quality and effectiveness of programming and activities.
  - Outreach to include the surrounding communities, including underserved populations;
  - Summaries to indicate extent/scope of outreach (how many people contacted, what groups and organizations contacted)
- Programs and Activities -- Summary of programs and activities conducted.
- Partners -- List of community partners and publicly acknowledged sponsors.

- WMBE's -- Summary of aspirational target(s) and actual outcomes regarding the securing of contracts, vendors and concessions through Women and Minority Owned Business Enterprises (WMBE)
- Outreach for social service purposes -- MID outreach report as pertaining to Westlake Park and Occidental Square, including number of contacts made, services provided, and outcomes as available and adhering to confidentiality guidelines as determined by City, State, and Federal law.
- Park Use Permits – Summary of events for which DBIA issued a Park Use Permit, including names of permittees.