EXHIBIT C

SUMMARY OF REPORTING REQUIREMENTS

Quarterly:

1. A location-specific program calendar shall be submitted to City and continuously posted for public display at the Center.

Semi-Annually:

1. Submit a report regarding performance of Programs offered at the site.

Annually:

1. *A draft annual program plan for City's approval.
2. *An organizational chart with a list of staff employees by title.
3. *Names and addresses of current members of the Board of Directors.
4. *A CPA Compiled annual financial report including sources of funding and any constraints on receivable or received funds.
5. Proof that services are still available and quantitative reports of services provided during the preceding year.
6. *Proof of Insurance as set forth in Exhibit B.

As Modified:

1. Provide City with job descriptions of all volunteer and paid positions.
2. For all programs for which a fee will be charged, User must submit a detailed description of the program to the Director at least fifteen days prior to the initiation of the program.

As Required:

1. Staff shall attend meetings as required or requested by City or Director.

Note: Asterisk designates items that are first due prior to Agreement commencement date.