

INTERDEPARTMENTAL COOPERATION AGREEMENT

MEMORANDUM OF UNDERSTANDING

2005 CDBG/HOME GRANT AWARDS

This agreement, entered into as of the first day of January, 2005;

WHEREAS, the various departments of the City of Milwaukee, including _____ (the "Department") have received an appropriation of 2005 Community Development Block Grant funds and/or HOME Investment Partnerships Act funds pursuant to Common Council Resolutions No. 040341, 040891, 040892, 040893, 040894, 040895, 040896, 040913, 041014, 041126, and 041269 (hereinafter referred to as "the 2005 CDBG Funding Resolutions"); and

WHEREAS, pursuant to Common Council Resolution No. 041014, the Department and CBGA are authorized to enter into such contracts and subcontracts as may be required within the limits of the respective approved project budgets set forth in the 2005 CDBG Funding Resolutions; and

WHEREAS, pursuant to Common Council Resolution No. 74-92-5v, the Department and CBGA are entering into this cooperation agreement with respect to the expenditure by the Department of the 2005 Program Year CDBG funds and HOME Funds appropriated in the 2005 CDBG Funding Resolutions; and

WHEREAS, CBGA and the Department desire to set forth in this agreement the terms and conditions for administration and expenditure of CDBG Funds and HOME Funds appropriated to the Department for 2005; and

WHEREAS, execution and delivery of this agreement was authorized by resolution of its Common Council in file no. 041014;

NOW, THEREFORE, in consideration of the promises and the mutual agreements contained herein, CBGA and the Department agree as follows:

I. DEFINITIONS

As used in this agreement, the following terms shall have the respective meanings set forth below:

"2005 CDBG Funding Resolutions" means City of Milwaukee Common Council Resolutions No. 040341, 040891, 040892, 040893, 040894, 040895, 040896,

040913, 041014, 041126, and 041269, as amended from time to time by lawful action of the Common Council.

"CBGA" means the City of Milwaukee Community Development Block Grant Administration.

"CDBG Funds" means the City of Milwaukee's 2005 allocation of Community Development Block Grant funds from the United States Department of Housing and Urban Development.

"HOME Funds" means the City of Milwaukee's 2005 allocation of HOME Investment Partnerships Act grant funds from the United States Department of Housing and Urban Development.

"Project Budget(s)" means the approved project budgets set forth in the 2005 CDBG Funding Resolutions, and the proposal(s) submitted by the Department, copies of which are attached hereto.

"Department" means the City of Milwaukee _____

II. USE OF CDBG AND HOME FUNDS; AVAILABILITY OF FUNDS

The Department and CBGA agree that CDBG Funds and HOME Funds shall be used only for the purposes, and subject to the limitations on dollar amounts and activities, set forth in the Project Budget(s) attached hereto.

The activities funded pursuant to this Memorandum of Understanding are 100% funded under the CDBG and HOME Grant Programs. Thus, should the availability of federal funds be reduced, the Department agrees that the Community and Economic Development Committee of the City of Milwaukee Common Council can modify and reduce either the amount of funding, or the Department's program year, or both. The Community and Economic Development Committee will notify the Department of any such reduction. In the event of such modification or reduction, the Department shall enter into an amendment to this Memorandum of Understanding to reflect the award or activities that are to be reduced or modified.

III. COMPLIANCE WITH FEDERAL LAW

The Department agrees that all expenditures of CDBG Funds and HOME Funds shall comply with all federal, state and local law and regulations governing the use of CDBG funds and HOME Funds.

IV. TERM OF AGREEMENT

The term of this agreement shall begin on January 1, 2005 and shall terminate on December 31, 2005, unless extended by lawful action of the Common Council or the City of Milwaukee Community Block Grant Administration.

V. BOOKS AND RECORDS

The Department shall keep proper books and records of account with respect to its performance of this agreement, and shall maintain such books and records for a period of 6 years following the end of the year to which such records and accounts pertain. During such period, CBGA or the City Comptroller shall have the right, at any time during normal business hours and on reasonable notice, to inspect, audit and make extracts from such books and records.

VI. REPORTS AND INFORMATION

The Department shall file with CBGA the applicable reports listed in the Reporting Schedule attached hereto, at the times specified therein.

VII. METHOD OF PAYMENT

Compensation and/or reimbursement for services or expenses permitted under this agreement shall be made pursuant to the policies and procedures adopted by the City Comptroller.

IN WITNESS WHEREOF, the foregoing agreement has been executed by the parties hereto as of the date set forth above.

COMMUNITY BLOCK GRANT ADMINISTRATION
OF THE CITY OF MILWAUKEE

By: _____
Block Grant Director

Date: _____

CITY OF MILWAUKEE DEPARTMENT OF

By: _____

Title: _____

Date: _____

This document was drafted by
the Office of the City Attorney.

VIII. DNS VACANT LAND MAINTENANCE AND LAND MANAGEMENT PROGRAM

The Department of Neighborhood Services (DNS) and each subrecipient and vendor contract entered into for the purposes of the DNS Vacant Land Maintenance and Land Management Program shall contain requirements that:

- (1) grass must be mowed when it exceeds six (6) inches in length;
- (2) If grass exceeds six (6) inches in length and is mowed, all grass clippings must be completely removed from the lot(s) and disposed of properly;
- (3) fence row clean-up must be included each time lots are mowed; and
- (4) litter must be picked up from lots prior to mowing.

ATTACHMENT C - INTERDEPARTMENTAL AGREEMENT

COMMUNITY BLOCK GRANT ADMINISTRATION 2004 REPORTING DATES FOR FISCAL AND PROGRAMMATIC DOCUMENTS

DOCUMENT NAME	FORM	APPLICABILITY	DUE DATES
Activity Report	CDA 62	All Subrecipients	10 days following end of each month Final Activity Report due January 16, 2006
Organization Budget Forecast/Annual Budget Output Forecast	CDA 50	All Subrecipients	After Community and Economic Development Committee Approval
Budget Justification	CDA 50 (by category)	All Subrecipients	After Community and Economic Development Committee Approval
Budget Amendment (Request must be submitted with <u>Budget Amendment Request Form</u>)	Budget Amendment form	As Relevant	Budget Amendments are due September 30, 2005
Cash Advance Status Report	CDA 71	Prior Authorization Required	10 days following end of each month
Contract Extension Request	EXT-REQ	As Relevant	November 3, 2005
Contractor and Subcontract Activity Form For Reporting Periods: October 1, 2003 - September 30, 2004	HUD-2516	All Subrecipients	October 2, 2005
Cost Reports (With schedules of paid cost)	CDA 70 CDA 70 A	All Subrecipients	10 days following end of each month Final Cost Report Due January 16, 2006
Detail Schedule of Accrued Cost	CDA 72	As Relevant	10 days following end of each month Final report due February 15, 2006
Direct Benefits/Status Form	CDA 35	All Subrecipients	10 days following end of each month Final report due January 16, 2006
Equal Employment Opportunity Report * For Reporting Period: 2004	EEO-1	All Subrecipients	July 31, 2005
Out-of-State Travel Request -- (Request must be submitted to CBGA at least 30 days prior to travel)	CDA 78	All Subrecipients	30 days prior to travel
Property Record Form and Invoice (Must be submitted with <u>UCC Financing Statement</u>)	CDA 76	As Relevant	Due with Cost Report
Staff Roster for Staff Funded with Grants Administered by CDBG	Rosters	All Subrecipients	When there are CDBG-funded Staff Changes