

**Memorandum
Community and Economic Development**

To: Randall Tweet, Interim City Manager
Subject: CED - MLK Memorandum of Agreement
Date: May 24, 2017



The CED Department and MLK are entering into a Memorandum of Agreement for the Program Year 2017 HUD – CDBG allocation. The MOA is a standard intergovernmental tool that stipulates the roles and responsibilities of both parties.

HUD has approved the use and language of this MOA.

In order to execute the agreement the Mayor is required to sign the MOA.

Two Copies will be submitted for Signature.

RECOMMENDATION:

CED staff recommends that Council approve the MOA and that the Mayor signs the MOA.

Submitted by: Colleen Small-Vollman, Budget and Grant Manager
Chandler M. Poole, CED Director

Approved by: Randall Tweet, Interim City Manager

**MEMORANDUM OF AGREEMENT
BETWEEN
THE CITY OF ROCK ISLAND
COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT
AND
THE MARTIN LUTHER KING CENTER
REGARDING
HUD FUNDING FOR PROGRAM YEAR 2017**

WHEREAS, In accordance with Title 1 of the Housing and Community Development Act of 1974 as amended the City of Rock Island (herein the City) is an Entitlement Grantee, receiving an annual funding allocation from the Department of Housing and Urban Development (herein HUD); and

WHEREAS, The City may at its discretion allocate a maximum 15% of its annual funding to Public Service activities meeting the National Objective benefiting low/ mod income persons; and

WHEREAS, The Martin Luther King Center (herein MLK) provides public service activities through the After School and Summer Day Camp (Herein the Programs) for youth ages 6 through 14; and

WHEREAS, the City provides MLK with the entire 15% of the annual allocation for Public Service activities to fund the programs and operations for participants that meet the low/ mod income National Objective; and

WHEREAS, The City must ensure that MLK is in compliance with the rules and regulations in accordance with 24 CFR Part 570;

NOW, THEREFORE, The City and MLK agree that the Programs shall be implemented in accordance with the following stipulations in order to comply with the rules and regulations as required in 24 CFR Part 570.

STIPULATIONS

- I. As the Entitlement Grantee of CDBG funds the City will ensure that the following Stipulations are met or Complied with:
 - a) The City Shall ensure that the MLK is awarded 15% of its annual allocation to be earmarked for Public Service activities to be distributed between the After School Program and the Summer Day Camp
 - b) The City shall provide current and appropriate forms to be completed by MLK, forms will include:
 - 1) Monthly Time Distribution forms (Attachment A)
 - 2) LMI Survey Instrument (Attachment B)
 - 3) Quarterly activity accomplishments report (Attachment C)
 - c) The City shall review MLK's payroll on a monthly basis to ensure accuracy and the correct distribution of funds
 - d) The City shall collect required data from MLK and compile the data to ensure that each program has at least 51% of the program participants that meet the LMI requirements
 - e) The City shall enter the projects, activities, and data into IDIS
 - f) The City shall provide copies of data to MLK to be kept on site while the originals will be kept at City Hall in the CED Department

- g) The City shall review the programs on a quarterly basis and monitor the programs on an annual basis to ensure that MLK is in compliance with HUD Guidelines
 - 1) A monitoring form shall be completed by the City and provided to MLK outlining any deficiencies and corrective actions
 - 2) The City shall follow up with MLK 30 days after delivery of monitoring deficiencies to ensure that the corrective actions have been implemented

II. As a recipient of the HUD-CDBG funding MLK will ensure that the following Stipulations are met and complied with:

- a) MLK shall provide the City with a detailed budget that outlines the distribution of the funds for the Programs
- b) MLK employees that are paid in full or in part with HUD funds will complete Daily Time Distribution sheets (Attachment A). The sheets shall be signed and dated by the employee and the supervisor. The sheets shall then be submitted to CED for processing on a monthly basis
- c) MLK shall submit Time Confirmations and the Time Entry for Attendance Employee system to the City for reconciliation between Daily Time Distribution and actual time entered.
- d) MLK shall include the LMI Survey Instrument form (Attachments B) in the program application package and verify that all applications are returned with completed forms
- e) MLK will submit to the CED Budget and Grant Manager the CDBG Quarterly Accomplishment report (Attachment C). This form will be submitted no later than thirty (30) days after the end of the quarter
- f) MLK shall ensure that the National Objectives are met and that all proposed activities are eligible based on HUD guidance (570.208)
- g) MLK shall address any and all corrective actions as proposed by the City or HUD within the required time frame.

III. **Duration**

This MOA shall be null and void on December 31, 2017 or at such time as the City or MLK determines that the terms of the Stipulations have not been or cannot be carried out as written.

IV. **Amendments**

This MOA may be amended at any time. The amendment(s) shall be agreed to in writing by both signatories. The amendment shall become effective on the date that the MOA is fully executed as amended.

V. **Termination**

If either signatory to this MOA determines that the terms will not or cannot be carried out, that party shall immediately consult with the other party in an attempt to develop an amendment per Stipulation IV, above. If within thirty (30) days and amendment cannot be reached, either signatory may terminate the MOA upon written notification.

**MEMORANDUM OF AGREEMENT
BETWEEN
THE CITY OF ROCK ISLAND
COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT
AND
THE MARTIN LUTHER KING CENTER
REGARDING
HUD FUNDING FOR PROGRAM YEAR 2017**

Signatures:



Chandler M. Poole, Director
Community and Economic Development
City of Rock Island

5/24/17

Date



Gerald Jones, Director
Martin Luther King Center
City of Rock Island

5/23/17

Date

Mike Thoms, Mayor
City of Rock Island

Date

Judith Gilbert, City Clerk
City of Rock Island

Date