**SAMPLE**

**MEMORANDUM OF** **UNDERSTANDING**

(please modify as necessary)

On this the \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County Commission (County) and the City of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (City) do hereby enter into this Memorandum of Understanding (MOU) for the purpose of the City assisting the County in the implementation of a Community Development Block Grant COVID-19 Program (CDBG-CV) grant awarded from the Alabama Department of Economic and Community Affairs (ADECA) to the County. This MOU sets forth the terms and understandings between the County and the City for the City’s role in the implementation of the County’s CDBG-CV grant for and on behalf of the County.

The County has been approved by ADECA to apply for a federal CDBG-CV grant award in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the purpose of preventing, preparing for, and responding to the COVID-19 pandemic and other infectious diseases within the County. ADECA’s award of these grant funds to the County is subject to the County’s submittal to ADECA of an acceptable grant application on or before ADECA’s designated grant application submission deadline. Because the County is authorized to assign its CDBG-CV grant implementation duties and responsibilities to the City, and because the City desires to perform the County’s CDBG-CV grant implementation duties and accepts those responsibilities for and on behalf of the County, and because the City is deemed by the County to have the necessary capacity to implement such grant duties and responsibilities, the County and the City do hereby consent for the County to authorize the City to assist the County in implementing the County’s CDBG-CV grant for and on behalf of the County and the municipalities located therein.

Therefore, it is agreed by and between the County and the City that, as is provided in this MOU, the City will accept and be responsible for performing the County’s specific CDBG-CV grant program implementation duties and activities listed below:

It is agreed by and between the County and the City that to assist the City to carry out above listed responsibilities, the County will perform the following services:

It is agreed by and between the County and the City that the County shall ultimately remain the responsible entity to the State for ensuring the overall proper administration of the CDBG-CV grant, to include accounting for all grant funds; maintaining compliance with all federal, state, and local laws, rules and regulations that are applicable to the grant; and closing the grant in a timely manner consistent with the State’s closeout procedures.

This MOU is agreed to on the date first written above by:

 County Commission City

 Chairman Signature Mayor Signature

 Date Date

 Contact Person Contact Person

 Phone/Email Phone/Email