

Memorandum of Understanding for [insert grant name] Funds

This Memorandum of Understanding (MOU) is made and entered into this [insert day] day of [insert month], [insert year], by and between the City of [insert city name] (“[insert city name]”), City of [insert city name] (“[insert city name]”), City of [insert city name] (“[insert city name]”), and City of [insert city name] (“[insert city name]”), all municipal corporations of the State of Washington, and collectively referred to in this MOU as “the Parties.”

A. Background and Recitals

1. [insert background on grant funding and program]

B. Agreement

The Parties agree as follows:

1. The recitals set forth above are adopted and incorporated into this MOU.
2. Purpose. The purpose of this MOU is to set forth the Parties’ understanding regarding their respective responsibilities and intent to collaborate on the [insert project name], as described above and in the attached Exhibit B, Scope of Work and Budget, incorporated herein by this reference.
3. Grant Administration. The Parties agree that [insert lead agency] will be responsible to manage the Grant including quarterly reporting, quarterly reimbursement requests to King County, consultant hiring, consultant contract management, and other administration activities as described in the Grant Agreement.
4. Grant compliance. The Parties agree to comply with the terms and conditions of the Grant Agreement.
5. Responsibilities. Each of the Parties shall provide general project support including:
 - a. Attending monthly joint meetings between the Parties regarding implementation of the Grant scope of work;
 - b. Assistance with consultant review and final selection by providing a representative to serve on the selection panel;
 - c. Review of all new and updated campaign materials; and
 - d. Other tasks as needed and agreed upon by the Parties in conformance with the Grant Agreement.
6. Outreach Responsibilities. The Parties shall provide business and event outreach within their respective cities.
7. Grant allocation. The Parties shall divide the grant marketing budget based on population and divide the remainder equally as follows:

[insert grant allocation for each participating agency]
8. Duration. This MOU becomes effective on the date on which the last authorized signatory affixes his/her/their signature to this MOU. The MOU shall remain in effect

until [insert grant end date] unless earlier terminated by written agreement of the Parties. This MOU may be modified by mutual written agreement of the Parties.

9. Withdrawal. Any Party may withdraw from participating in this MOU by written notice to the other Parties. Any remaining grant funds of the withdrawing Party not expended by the withdrawing Party prior to the date of withdrawal will be reallocated to the remaining Parties.
10. Indemnification. Each Party agrees to defend, indemnify, and hold harmless the other Parties from any claims, suits, actions, or liability for injury or death of any person, or for loss or damage to property, arising out of, or in connection with that Party's actions or omissions with respect to this MOU to the extent such injury or damage was caused by the indemnifying Party's negligence.

This MOU shall be effective on the last date executed by the Parties below.

City of [Insert]

[insert name of signatory]
[insert title of signatory]

Date

Attest:

City of [Insert]

[insert name of signatory]
[insert title of signatory]

Date

Attest:

City of [Insert]

[insert name of signatory]
[insert title of signatory]

Date

Attest:

City of [Insert]

[insert name of signatory]
[insert title of signatory]

Date

Attest:

Exhibit A

[insert grant agreement]

[insert scope of work and budget]

Exhibit B