

Sample Memorandum of Agreement

Working with a Housing Authority

Between Bristol Bay Housing Authority,
Dillingham Boys & Girls Club Advisory Committee,
Boys & Girls Clubs of Southcentral Alaska, and City of Dillingham

This Agreement is entered into between Bristol Bay Housing Authority, an Indian housing authority established pursuant to AS 18.55.995, et seq., hereinafter “BBHA;” Dillingham Boys & Girls Club Steering Committee, an unincorporated nonprofit group organized for the purpose of establishing a Boys & Girls Club in Dillingham, hereinafter “Committee;” and Boys & Girls Clubs of Southcentral Alaska, an incorporated nonprofit youth development organization, hereinafter “Club;” and the City of Dillingham, an incorporated nonprofit organization, hereinafter “City.”

I. Concept:

BBHA received a drug elimination grant for the Bristol Bay Region, a portion of which will be utilized in Dillingham and may be used for services, including salaries and expenses for staff of a drug elimination program. BBHA maintains 61 units of mutual help home ownership housing in Dillingham. The purpose of the drug elimination grant is to provide a safe and healthy environment for the youth in the Bristol Bay Region and to provide beneficial activities as an alternative to substance abuse. A brief overview of the respective obligations of the parties is as follows:

BBHA—Provides funding (from grant proceeds), general oversight, and a VISTA volunteer to assist all parties involved in the successful operation of the Club.

Club—Provides for program development, recruiting and training of staff, delivery of Club activities and programs, and maintenance of a safe and sanitary program space.

City—Provides rent free, a facility, including liability and fire insurance.

Committee—Assists the Boys & Girls Club in being responsive to the needs of Dillingham’s youth. Therefore, the Bristol Bay Housing Authority, the Boys & Girls Clubs of Southcentral Alaska, the Dillingham Boys & Girls Club Advisory Committee, and the City of Dillingham agree to the following:

II. Bristol Bay Housing Authority (BBHA) will:

1. Provide overall management of this grant which includes:
 - A. Executes the grant agreement with HUD;
 - B. Submits the semiannual and final financial and performance reports to HUD; or
 - C. Contracts with an independent auditor to perform the annual audit;
 - D. Requests any changes or amendments to the grant agreement; memorandum of agreement;
 - E. Requisitions all grant funds from HUD;
 - F. Revises requests for program funds and financial transactions, maintains books and records with support documents;
 - G. Ensures that all activities and transactions are in accordance with the specific terms of the grant agreement and special conditions or amendments of the grant;

- H. Provides travel costs, as allowed by the budget, from the grant funds through the Boys & Girls Clubs of Southcentral Alaska to the VISTA personnel for travel that pertains to the operation of the Dillingham Boys & Girls Club; travel costs may include, but may not be limited to, trips to Anchorage, as necessary, and per diem, to the extent allowed by the budget; and
- I. Coordinates on-site visits with HUD.
- 2. Monitors Drug Elimination Grant activities of the Club through:
 - A. Monthly financial reports;
 - B. Quarterly progress reports;
 - C. Semiannual financial and progress reports;
 - D. Final financial and progress reports; and
 - E. Scheduled on-site visits to the Boys & Girls Club site in Dillingham.
- 3. Provides technical assistance to the parties of this AGREEMENT by:
 - A. Identifying technical assistance needs and assisting the parties in addressing these issues;
 - B. Acting as a liaison in acquiring more information about other Federal grants, regulations, or other similar information relevant to the grant.
- 4. Coordinates the joint quarterly meetings between all the parties of this AGREEMENT by:
 - A. Setting up a quarterly meeting schedule agreed upon by all parties;
 - B. Notifying all parties of upcoming meetings.
- 5. Provides funds for the Club for the overall operation of the Dillingham Boys & Girls Club Unit in accordance with the approved budget as outlined in the grant submittal and as approved by the grant agreement and this AGREEMENT as follows:
 - A. Disbursement of grant funds are contingent on satisfactory monthly financial and quarterly progress reports to BBHA;
 - B. Financial Reports are due 10 days from month ending (dates to be determined); and
 - C. Quarterly progress reports are due 10 days from the month ending (dates to be determined).

III. Dillingham Boys & Girls Club Advisory Committee will:

- 1. Meet with BBHA and Club on a quarterly basis;
- 2. Promote the program in the community;
- 3. Assist in developing the plans and activities of the program;
- 4. Participate in joint meetings with the parties of this AGREEMENT;
- 5. Assist the VISTA personnel and Unit Manager by providing guidance pertaining to the goals of the Committee with regard to the Dillingham Boys & Girls Club;
- 6. Support the VISTA personnel and Unit Manager's efforts in Dillingham.

IV. Boys & Girls Clubs of Southcentral Alaska will:

- 1. Maintain a high quality of services and professional standards in carrying out the goals and objectives of this grant.
- 2. Carry out its management responsibilities by:
 - A. Developing the job description for the Unit Manager and recruiting, hiring, and training for this position in a manner that is responsive to the needs of the Dillingham community;
 - B. Working with the Committee, youth, other community members, and organizations to develop a successful program that meets the needs of the community and its youth;
 - C. Providing monthly financial reports to BBHA, including all cash receipts and cash disbursement documents to BBHA on a monthly basis;
 - D. Providing quarterly progress reports to BBHA;
 - E. Providing semiannual financial and progress reports to BBHA;

- F. Providing final financial and progress reports to BBHA;
- G. Participating in on-site visits as scheduled;
- H. Participating in joint meetings with the Committee and BBHA;
- I. Assisting in the preparation of grants for the continuation of a similar program;
- J. Providing BBHA with access to all records pertaining to the Drug Elimination Grant for the Dillingham Boys & Girls Club;
- K. Providing training to the VISTA personnel in the concepts of the Boys & Girls Club;
- L. Assisting the VISTA personnel by providing guidance for the operation of the Dillingham Boys & Girls Club;
- M. Providing copies to BBHA of all insurance policies pertaining to the Dillingham Boys & Girls Club; and
- N. Operating with the attached budget (not included with this sample document).

V. City of Dillingham will:

1. Provide free rent in a safe economical building for a 12-month period commencing on the start date of (to be determined) and ending 12 months from that date. The building must be adequate to house a drug prevention program and meet the criteria set out herein;
2. Provide liability and fire insurance for the building donated for use by the Dillingham Boys & Girls Club Unit. All parties to this AGREEMENT will be named insured;
3. Waive all responsibility from the Club and BBHA for any damages or destruction which may occur when the building is not in use by its program;
4. Provide overall maintenance of the building to ensure the safety and health of the program participants and staff; provide repairs as needed;
5. Work with all parties involved for the good of the community; and
6. The City of Dillingham will provide electricity and oil heat for the City-owned space designated for the Dillingham Boys & Girls Club.

VI. Term of Agreement

This AGREEMENT shall take effect upon the execution of the parties and will continue in force until it is amended or terminated in writing by mutual agreement, or until grant award, whichever is sooner.

This AGREEMENT may only be extended by a writing signed by all parties.

IN WITNESS WHEREOF, the parties have executed this AGREEMENT on the _____ day of _____, 20____.

BRISTOL BAY HOUSING AUTHORITY
 1244 Tower Road
 P. O. Box 50
 Dillingham, Alaska 9957
 By: _____

Executive Director
 DILLINGHAM BOYS & GIRLS CLUB STEERING COMMITTEE
 c/o Dillingham City Hall
 P. O. Box 889
 Dillingham, Alaska 99576

By: _____
Chair

BOYS & GIRLS CLUBS OF SOUTHCENTRAL ALASKA
2300 W. 36th Avenue
Anchorage, Alaska 99517

By: _____
Executive Director

CITY OF DILLINGHAM
141 Main Street
P. O. Box 889
Dillingham, Alaska 99576

By: _____
Mayor