

MEMORANDUM OF AGREEMENT

Small Business Development Grant (SBDG) Administration

This Memorandum of Agreement ("Agreement") is entered into between the **City of Richland Center** ("City"), by and through its Clerk/Treasurer's Office, and **Connect Communities** ("Connect Communities"), effective as of [effective date], for the purpose of defining each party's roles, records, and responsibilities in administering the Wisconsin Economic Development Corporation (WEDC) Small Business Development Grant (SBDG), in the amount of \$250,000 (the "Grant").

1. Purpose

Connect Communities is the lead applicant and program administrator for the Grant. The City provides fiscal and accounting support so that Grant funds are properly received, disbursed, in accordance with WEDC requirements. This Agreement does not transfer ownership of the Grant or program decision-making to the City.

2. Term

This Agreement begins on [effective date] and continues through the close of the Grant's 18-month project period, currently anticipated to end [end date], unless extended in writing by both parties or terminated under Section 8.

3. Connect Communities Responsibilities

- **Program administration:** Manage outreach, marketing, and intake for the SBDG sub-grant program.
- **Application review:** Convene the Connect Communities review committee to evaluate and approve sub-grant applications against the approved eligibility and selection criteria.
- **Technical assistance:** Coordinate required Wisconsin SBDC advising/classes and Connect Communities business advising for sub-recipients, at no cost to the Grant.
- **Programmatic reporting:** Prepare narrative and outcome reporting content for WEDC and provide it to the City in time for combined submission deadlines.
- **Point of contact:** Designate a primary contact, [name/title], authorized to submit award packets and respond to City accounting questions.

4. City Responsibilities

- **Fund custody:** Establish a dedicated fund or account code for SBDG receipts and disbursements, separate from other City funds.
- **Disbursement:** Issue payments to approved sub-recipients upon receipt of a complete award packet from Connect Communities.
- **Draws and financial reporting:** Prepare and submit draw-down/reimbursement requests, incorporating programmatic content supplied by Connect Communities.
- **Audit support:** Support the independent Schedule of Expenditures (SOE) audit required by the WEDC grant agreement, including providing requested records to the auditor.
- **Point of contact:** Designate a primary contact, [Clerk/Treasurer or designee], authorized to process disbursements and respond to Connect Communities' programmatic questions.

5. Division of Labor — At a Glance

Connect Communities	City of Richland Center
Outreach, applications, committee review, award approval	Fund custody
Business advising and technical assistance through SBDC, Connect Communities.	Draw requests disbursement
Programmatic/narrative reporting content	Audit support (SOE audit)

6. Staff Time and Costs

Because all Grant funds are disbursed directly to businesses, the Grant does not reimburse City staff time for accounting support. Any audit cost not covered by the Grant will be addressed under Section 7.

7. Audit Cost

The independent Schedule of Expenditures audit required under the WEDC grant agreement is an unfunded compliance cost.

8. Term, Amendment, and Termination

- **Amendment:** This Agreement may be amended only by written agreement signed by both parties.
- **Termination:** Either party may terminate this Agreement with [30/60] days' written notice. In the event of termination, the parties will cooperate to transition fund custody, records, and any pending disbursements to avoid disruption to awarded sub-recipients.
- **Records retention:** Both parties will retain Grant-related records for the period required by WEDC and applicable law, currently anticipated to be [] years following Grant closeout.

9. Signatures

[Name], [Title] — City of Richland Center

Date: _____

[Name], [Title] — Connect Communities

Date: _____