

**SUB AGREEMENT FOR THE ADMINISTRATION OF A COMMUNITY  
DEVELOPMENT BLOCK GRANT FROM THE WYOMING BUSINESS  
COUNCIL**

This agreement is made and entered into by and between the Interfaith Good Samaritan (IGS) and the City of Laramie (CITY) this \_\_\_\_ day of \_\_\_\_\_.

**Purpose:** The purpose of this agreement shall be to define duties and responsibilities for Wyoming Business Council (WBC) grant award for IGS's Food Pantry Expansion Project sponsored by the City of Laramie.

**Term:** This contract shall take effect upon execution of this Agreement. All grant-funded activities must be completed by June 30, 2021, unless an extension to the CITY and WBC agreement is granted by the WBC. This Agreement shall terminate on June 30, 2025.

**IGS Acknowledgements and Responsibilities:** By entering into this agreement, IGS agrees:

1. Understands that a CDBG Grant Agreement must be signed by the (CITY) and WBC before any cost may be incurred.
2. To cooperate with CITY and provide CITY with all necessary information to complete the following reports that CITY must pursuant to the HUD (Housing and Urban Development) Guidelines for CDBG Programs.
  - a. Quarterly reports. Due within fifteen (15) calendar days after the conclusion of each calendar quarter during the term of this Agreement.
  - b. Final report. Due at the end of the term of this Agreement.
  - c. Annual Reports. Due within thirty (30) days from the end of each calendar year, starting at the completion of construction, and continuing for five (5) years thereafter.
3. To fully cooperate with CITY in meeting the requirements of all terms of the Grant Agreement executed between CITY and the WBC.
4. Ensure that fifty-one percent (51%) or more of the beneficiaries of this project will be persons of low to moderate income.
5. Ensure that no IGS activity will obstruct CITY's ability to meet all WBC, HUD, or CITY requirements in completing this project\.
6. Provides match for the grant and funds any cost-overruns

**CITY Responsibilities:** By entering this agreement the CITY agrees:

1. Undertake responsibility for administration of grant proceeds as required by the WBC under the terms of the grant

2. Assures compliance with all state and federal requirements including but not limited to coordinating the Environmental Assessment and assuring compliance with Fair Labor Standards
3. Ensures funds are deposited, disbursed and tracked through CITY financial records. Ensure all grant files and records are maintained for a period of not less than five years following the completion of the project and final close-out instructions from the WBC.

CITY

---

Janine Jordan, City Manager  
City of Laramie

ATTEST:

---

Nancy Bartholomew, City Clerk  
City of Laramie

IGS

---

Name and Title

ATTEST:

---

Name and Title