

Memorandum of Understanding (MOU)
The City of Racine Department of City Development
And
The Kenosha County Department of Human Services

This Memorandum of Understanding, hereinafter referred to as a "MOU", is made and entered into between the Kenosha County Department of Human Services, a government entity corporation, hereinafter referred to as the "KCDHS", and the City of Racine Department of City Development, an organization hereinafter referred to as "DCD". The parties hereto agree as follows:

WHEREAS, "DCD" is supporting the grant application of the KCDHS for the U.S. Department of Housing and Urban Development (HUD) Lead Hazard Reduction Demonstration Grant Program.

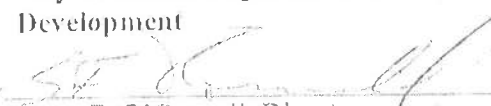
WHEREAS, pursuant to the commitment made by the DCD and the KCDHS, this MOU is executed outlining the type, scope, and extent of commitments and responsibilities that will be provided by the DCD if the grant is awarded. If the application is not funded, this agreement will be null and void. Both parties herein fully understand and agree to the following roles and responsibilities of the DCD:

1. DCD will provide over a three-year period up to \$75,000 in federal Community Development Block Grant (CDBG) funds to cover the costs associated with the temporary relocation of up to 100 households during the time that the lead hazard control work is underway and until the Lead Based Paint Clearance testing is approved for re-occupancy. To be eligible for temporary relocation assistance, the KCDHS Lead Hazard Reduction Demonstration Grant Program assistance unit must be located within the City of Racine.
2. DCD will cover the temporary relocation expenses for income eligible households with annual income at or below 80% of the Racine County Median Income as published by HUD. Eligible temporary relocation expenses will include up to seven (7) days stay at an approved participating local motel and meal per diem as established for the program. Transportation expenses are not included.
3. DCD will reimburse KCDHS for the motel room costs and meal per diem on a quarterly reimbursement basis upon receipt of an invoice, spreadsheet, and proper backup documentation, including household income and the actual motel invoices.
4. DCD will cooperate with KCDHS to provide any financial and program information in regard to this agreement as may be required for HUD reporting, monitoring, or any other auditing requirements.
5. DCD will provide up to to \$5,000 in personnel services from existing DCD staff over a three (3) year period as an "in-kind" match for the Lead Hazard Reduction Demonstration Program per the grant application.
6. DCD will refer eligible properties generated from City of Racine's Property Maintenance Code Enforcement Program, the Repair Grant Program, and HOME Rehab Loan Program to KCDHS for assistance in complying with the City of Racine Code Orders.

WHEREAS, pursuant to the commitment made by the DCD and the KCDHS, this MOU is executed outlining the type, scope, and extent of commitments and responsibilities that will be provided by the KCDHS if the grant is awarded. If the grant is not funded, this agreement will be null and void. Both parties herein fully understand and agree to the following roles and responsibilities of the KCDHS:

1. KCDHS will be the grantee responsible for grant administration and project management.
2. KCDHS will provide all personnel as outlined in the grant application to supervise and administer the day-to-day operations of the Kenosha/Racine Lead Hazard Reduction Demonstration Grant Program.
3. KCDHS will conduct lead hazard control activities for a minimum of 60 housing units located in the City of Racine for an approximate cost of \$600,000.
4. KCDHS will provide matching funds for this grant of up to \$318,000 for personnel costs, fringe benefits, fiscal management, office rental expenses, and indirect administrative costs.
5. KCDHS will be responsible for providing and explaining the rules and requirements for families and individuals receiving Temporary Relocation Assistance through the KCDHS Lead Hazard Control Program.
6. KCDHS staff will coordinate and make the motel reservations for the households being temporarily relocated.
7. KCDHS staff will obtain quotes for temporary lodging per night room costs from local participating hotels.
8. KCDHS will submit a quarterly reimbursement request to DCD for motel room costs and meal per diem, including an invoice, spreadsheet, household income eligibility information as well as copies of the actual motel invoices.
9. KCDHS will cooperate with DCD to provide any financial and program information in regard to this agreement as may be required for HUD program reporting, monitoring, or any other auditing requirements.
10. KCDHS will accept referrals from the City's Property Maintenance Code Enforcement Program, Repair Grant Program and HOME Rehab Loan Program, and to the extent possible, give those referrals priority for Lead Hazard Reduction Demonstration Program Grant Program Assistance.


**City of Racine Department of City
Development**



Brian F. O'Connell, Director

1/12/2012
Date

Kenosha County Department of Human Services



John Jansen, Director

1-16-12
Date