

# **Memorandum of Understanding**

## **EPA Building Blocks for Sustainable Communities**

### **Technical Assistance Grant**

## **The City of Columbia, Missouri and Smart Growth America**

This Memorandum of Understanding (MOU) is made and entered into by and between the City of Columbia, Missouri (Columbia) and Smart Growth America (SGA) in order to complete the technical assistance workshop funded by a grant the EPA Building Blocks for Sustainable Communities (hereafter known as “the Workshop”).

Columbia and SGA agree to work together in a collaborative spirit and negotiate in good faith on all tasks and deliverables required for the Workshop, including those identified in the attached Workshop description and any required subsequent to completion of the Workshop.

### **Goals and Objectives**

The parties to this MOU agree that the objective of the Workshop is to aid Columbia through technical assistance related to the development and implementation of plans to implement smart growth strategies at the local or regional level.

### **Dedication of Resources**

SGA, through its grant from the US Environmental Protection Agency (EPA), shall cover all direct monetary costs of the work to be performed on the Workshop as described by the attached Workshop Description, including staff work by SGA and the costs of any consultants retained for the Workshop. Columbia shall not be required to provide any direct financial support for consultants or staff retained by SGA.

Columbia shall make its staff resources available as necessary, subject to availability, to assist SGA in completing the Workshop. Columbia shall assure that adequate staff resources are dedicated to the Workshop to assure that it is completed with high quality and in a timely manner according to the timelines set forth by the parties.

Columbia shall make suitable meeting facilities available to SGA for conducting the Workshop, will provide any advertising related to the Workshop, and will provide light refreshments at the Workshop.

### **Roles and Responsibilities**

#### *Smart Growth America*

SGA shall serve as the Project’s fiscal agent and shall be responsible for signing all contracts and handling all billing.

Columbia shall be responsible for timely completion of all deliverables identified in Workshop description and any mutually agreed modifications to the Workshop description.

SGA shall make every effort to complete tasks and deliverables within the agreed upon timelines identified by the parties and shall work with Columbia to extend timelines if tasks and deliverables cannot be completed per the agreed upon schedule.

Within thirty days of the Workshop's conclusion, SGA shall provide Columbia with a next steps memorandum recommending strategies for implementation of smart growth initiatives identified during the Workshop.

*Columbia*

Columbia shall lead the identification of stakeholders and the nature and timing of their engagement in the Workshop with input from SGA.

Staff from Columbia shall be made available as necessary, subject to availability, to provide SGA necessary support, including research, to advance the Workshop and complete tasks and deliverables.

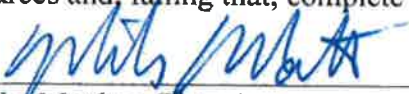
Columbia will reserve meeting space and audio-visual equipment for the workshop.

If Columbia determines that advertising or other notice of the Workshop is appropriate, Columbia will develop and distribute such advertising or other notice. Columbia will consult with SGA on the substance of the advertising or other notice.

If Columbia determines that light refreshments (coffee, juice, snacks, etc.) are appropriate for the Workshop, Columbia will provide the refreshments at no cost to SGA.

Columbia shall provide SGA with progress reports in memorandum format describing the implementation of any strategies or programs arising from the technical assistance. Progress reports shall be provided, at a minimum, immediately after receiving SGA's next steps memorandum, six months after the Workshop, and twelve months after the Workshop.

This MOU may be modified by mutual agreement of the parties. This agreement may be terminated only by mutual agreement of the parties, or if grant funding is withdrawn by the EPA, in which case SGA and Columbia shall make all reasonable efforts to find alternate funding sources and, failing that, complete the Workshop to the extent possible using available resources.



Mike Matthes, The City of Columbia, City  
Manager

2-9-15

Date



Geoff Anderson, Smart Growth America  
President and CEO

2/9/15

Date