

Sub Agreement

This agreement is made and entered into by and between the (Sub grantee) and the (grantee) on this ____ day of _____.

Purpose: The purpose of this agreement shall be to define duties and responsibilities for Wyoming Business Council grant award for (Project) for (sub grantee) sponsored by (grantee).

Term: This contract shall take effect on the first day of the receipt of grant funds.

(Sub grantee) Responsibilities: By entering into this agreement, (sub grantee) agrees:

1. Understands that a CDBG Grant Agreement must be signed by the (grantee) and WBC before any cost may be incurred.
2. To cooperate with (grantee) and provide (grantee) with all necessary information to complete the reporting requirements that (grantee) has pursuant to the HUD (Housing and Urban Development) Guidelines for CDBG Programs.
3. To fully cooperate with (grantee) in meeting the requirements of all terms of the Grant Agreement executed between (grantee) and the WBC.
4. Submit quarterly status reports, annual beneficiary reports and all other reports required by HUD and as certified to the CDBG Grant Agreement between WBC and the (grantee)

(Grantee) Responsibilities: By entering this agreement the (grantee) agrees:

1. Undertake responsibility for administration of grant proceeds as required by the WBC under the terms of the grant.
2. Ensures funds are deposited, disbursed and tracked through (grantee) financial records.

GRANTEE

Name and Title

ATTEST:

Name and Title

SUB GRANTEE

Name and Title

ATTEST:

Name and Title