# 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 name) 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. Ensure that the project will preserve and create jobs and promote economic recovery.
5. Will undertake complete responsibility for preparation of any documentation required for post grant monitoring and evaluation, including but not limited to:
   1. Documentation regarding job and wage creation data and other data as the Wyoming Business Council and/or (grantee) require.
   2. Documentation regarding how jobs were created and made available to low and moderate income persons, the net annual payroll and any taxable sales realized.
6. 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).
7. Ensure all grant files and records are maintained for a period of not less than four years.

**(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.
3. Ensures that all grant files and records are maintained for a period of not less than four years.

GRANTEE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Title

ATTEST:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Title

SUB GRANTEE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Title

ATTEST:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Title