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**SACRAMENTO PROMISE ZONE
MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding (MOU) is hereby entered into for the purpose of implementing the Promise Zone for comprehensive revitalization efforts in the City and County of Sacramento.

The goal of the Sacramento Promise Zone (“SPZ”) is to address five facets of neighborhood revitalization: accelerating job creation, promoting healthy behaviors and increasing health interventions, promoting a sustainable economic base, increasing educational opportunities, and promoting a sustainably-built community. The SPZ is an opportunity to align and leverage the momentum of existing organizations and community coalitions who are well-positioned to further the impact within the SPZ. Through implementation of the SPZ, the Sacramento Housing and Redevelopment Agency (“SHRA”), on behalf of the Housing Authority of the City of Sacramento (“HACS”), and its Implementation Partner Organizations (“Implementing Partners”) will coordinate to break down silos; align priorities across agencies, departments and organizations; and implement collaborative solutions.

PURPOSE OF MOU:

The purpose of this MOU is to set forth the Implementing Partner’s understanding of its roles and responsibilities in implementing the SPZ. This MOU recognizes that the Promise Zone designation does not provide direct federal funding to SHRA, as Lead Organization, or to its Implementing Partners. Nevertheless, the Parties pledge to continue coordination efforts that contribute to shared values and goals for communities included in the SPZ. The Implementing Partner affirms that the SPZ goals align with their mission. The SPZ Partners consist of: SHRA on behalf of HACS, and Implementing Partners which will consist of other public sector partners, non-profit sector partners, and education institutions.

The Implementing Partner signing below agrees to support the SPZ goals and vision by fully participating in implementation of services and in the management of all services as needed to promote the collective SPZ goal and vision. The Implementing Partner signing this MOU agrees to share information and data gathered in relation to the SPZ in accordance with pertinent public data sharing requirements. The partner signing this MOU agrees to attend and participate in meetings of the Action Teams, Implementation Council, Executive Council and/or other councils or committees as illustrated in the Promise Zone Partnership Structure diagram (Exhibit E), which may be revised periodically as needed to further the goal and vision of the SPZ.

ADHERE TO FEDERAL REGULATIONS:

Each Party to this MOU agrees that it will be subject to and adhere to all applicable, federal regulations related to its role as an Implementing Partner in fulfilling Promise Zone requirements.

ROLE OF LEAD ORGANIZATION:

SHRA, on behalf of HACS, is the Lead Organization for the Sacramento Promise Zone. As Lead Organization, SHRA will administer and manage the overall plan. In accordance with the requirements set forth in the Promise Zone designation agreement, SHRA will be responsible for the following functions:

1. The local administrative duties include but are not limited to organizing and coordinating activities pursuant to the plan proposed in the application;
2. Executing the Promise Zone designation agreement as required by HUD;
3. Administering any funding or other benefits that the Promise Zone designation may confer in the future;
4. Submitting monthly, quarterly and annual tracking and reporting progress to participating federal agencies;

5. Participating in evaluation activities as requested by federal agencies;
6. Providing certification to other organizations applying for grants and other benefits that, if received, would help to advance the SPZ;
7. Delegating activities to an Implementing Partner that SHRA, as Lead Organization, may be unable to directly perform;
8. Replacing Implementing Partners and other partner organizations in the event that such partners are not able to fulfill their responsibilities;
9. Transferring, if necessary, the Lead Organization responsibilities to another Implementing Partner pursuant to the terms of the Promise Zone designation agreement, as required by HUD.

ROLE OF IMPLEMENTATION PARTNERS:

The Implementation Partner, through the signature below, agrees to fulfill the specific responsibilities needed to carry out the daily work and operations of the Sacramento Promise Zone. As an Implementation Partner, the organization below commits to the following:

1. To participate in resident engagement activities and meetings of the Action Teams, Implementation Council, Executive Council and/or other councils as assigned;
2. To participate in their respective policy-area committees, as established based upon their core competencies;
3. To provide local data and evaluation efforts to ensure that the impact of the Promise Zone initiative is being tracked and documented quarterly and annually;
4. To share relevant evidence-based and place-based data and information that promotes the goals and objectives of the SPZ;
5. To develop on a quarterly basis Promise Zone Spotlights and/or Success Stories;

6. To submit quarterly and annual grant tracking and reporting progress to SPZ based on grants supported by SPZ (Exhibits C, D);
7. To work for coordination, research, advocacy, resource development, data collection, and resident engagement in the proposed activities and solutions;
8. To commit staff and leadership time as needed for implementation of the SPZ.

TERM OF MOU:

The term of this MOU will begin as of the date of the final signature by the Implementing Partner and continue until the later of the termination of the Promise Zone designation or the signature of all Parties to the MOU.

**ENDORISING SIGNATURES OF IMPLEMENTATION PARTNERS
AND LEAD ORGANIZATION:**

Implementation Partner:

Print Name: _____ Title: _____

Signature: _____ Date: _____

Organization: _____

Lead Organization:

Print Name: _____ Title: _____

Signature: _____ Date: _____

EXHIBIT A

Grant Report: By the last day of the month, the Promise Zone Implementation Partner shall submit a spreadsheet, if applicable, listing federal grants for which they are planning to apply, have applied, or have been awarded. This includes federal grants that do and do not offer a Promise Zone preference. To track the impact of the Promise Zone initiative, it is critically important to accurately document the amount of funding that has been secured for Promise Zone activities.

Quarterly Report: On a quarterly basis the Promise Zone Implementation Partner shall submit this spreadsheet to Promise Zone Lead Organization. The Implementation Partner is asked to submit materials for the following time periods by the following dates: Quarter 1 (October 1 to December 31) by January 5, Quarter 2 (January 1 to March 31) by April 5, Quarter 3 (April 1 to June 30) by July 5 and Quarter 4 (July 1 to September 30) by November 6. The quarterly report for the fourth quarter of the fiscal year, due November 6, will be submitted as part of Promise Zone's Annual Report.

EXHIBIT B

Definitions:

“Promise Zone Lead Organization” (Lead Organization) –The organization identified in the original Promise Zone application or in supplemental materials as the entity responsible for taking the lead in coordinating Promise Zone activities at the local level. The Promise Zone Lead Organization shall execute the Promise Zone designation agreement and be responsible to HUD for fulfilling the responsibilities of the Promise Zone designation.

“Implementing Partner Organization” – An organization that commits to fulfilling specific responsibilities to carry out the day-to-day work, strategies and operations of the Promise Zone, as detailed in the community’s Promise Zone application and any amendments or documents referenced in this Memoranda of Understanding or other documents that may exist among the partner organizations in the Promise Zone.

“Local Administrative Duties” – The activities related to coordinating and overseeing Promise Zone efforts at the local level. Such activities include convening Promise Zone partners on a regular basis, helping local partners take advantage of additional non-competitive Promise Zone benefits as such benefits are made available, facilitating resident and community engagement, participating in communications and stakeholder engagement activities and completing all Promise Zone reporting requirements. The Promise Zone Lead Organization shall be responsible for overseeing all such activities.

“Memorandum of Understanding” (MOU) – An agreement which articulates the roles, responsibilities and commitments among the Lead Organization, Implementing Partner Organizations, and other local stakeholders.

EXHIBIT B

Definitions (continued):

“Promise Zone Application” – The original application materials.

“Promise Zone Certification Form” (*HUD Form 50153*) – A form used by federal agencies to document that an application or proposal should receive preferences for certain competitive federal programs and technical assistance. The *Promise Zone Certification Form* should be submitted by organizations applying for federal assistance, in the manner described in notices and application materials for the specific federal program from which the assistance is sought.

“Promise Zone Goals” - The overarching goals the local Promise Zone included in its original application. The initial goals which all Promise Zones were required to address in their applications include the following: create jobs, increase economic opportunity, improve educational opportunities, and reduce violent crime.

“Promise Zone Objectives” – A specific sub-goal Promise Zones target to accomplish a broader goal as stated in the original application, or as updated over time. A Promise Zone can alter objectives without amending its Promise Zone Plan.

“Promise Zone Plan” – The set of coordinated actions set forth in the original Promise Zone application. It is expected that the Promise Zone Plan will be updated with new details from time to time, via the Annual Reports and other communications.

“Promise Zone Partnership Structure Chart”— A diagram of the Promise Zone partnership structure included in the original Promise Zone application, as updated over time. The structure chart shows partner roles which will facilitate implementing, coordinating, governing, and reporting on the different goals and activities of the Promise Zone.

EXHIBIT B

Definitions (continued):

Participating Federal Agencies (federal agencies) – Subject to change, agencies contributing to the Promise Zones effort include: The Department of Housing and Urban Development, Department of Agriculture; Department of Health and Human Services; Department of Education; Department of Labor; Small Business Administration; Environmental Protection Agency; Department of Commerce; Department of Treasury; National Endowment for the Arts; Corporation for National and Community Service; Department of Transportation; and Department of Justice.