

## AGREEMENT FOR THE USE OF CITY GENERAL FUNDS

**THIS AGREEMENT FOR THE USE OF CITY GENERAL FUNDS** is made this 27 day of April, 2021, by and between the City of Lawrence, Kansas, a municipal corporation, and Housing and Credit Counseling, Inc., a Kansas not for profit corporation.

### RECITALS

- A.** On November 10, 2020, the Governing Body of the City of Lawrence, Kansas ("City"), a municipal corporation, authorized City Staff to solicit funding requests to use funds from the General Fund to finance programs that address one or more of the City's Strategic Plan Outcomes.
- B.** At its March 16, 2021, regular meeting, the Governing Body authorized the City Manager to enter into an agreement with Housing and Credit Counseling, Inc. ("Grantee"), a Kansas not for profit corporation, whereby Grantee would receive a grant from the General Fund in the amount of \$18,000.00.
- C.** The application for funds, as approved and amended by the Governing Body, states that the funds will be used to fund Tenant and Landlord Counseling ("the Project"). The Project proposes to achieve the following outcomes: at least 200 households will receive free Tenant and Landlord Counseling; at least 85% of people counseled will report that they understand their rights and responsibilities; and, 85% of people counseled will report that they sustained rental housing, thus avoiding homelessness.
- D.** This Agreement for the Use of City General Funds ("Agreement") memorializes the terms of the parties' agreement and grants to Grantee the sum of \$18,000.00 from the General Fund for performance of the Project, subject to Grantee's execution of this Agreement and compliance with its terms.

**NOW, THEREFORE**, in light of the mutual promises and obligations contained herein, and in exchange for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the parties, the parties agree as follows:

### TERMS

**SECTION 1. Grant of Funds.** As consideration for the services provided by Grantee's performance of the Project, the City hereby grants to Grantee the sum of **EIGHTEEN THOUSAND DOLLARS AND NO CENTS** (\$18,000.00).

**SECTION 2. Grantee's Covenants.** As consideration for the receipt of the grant of funds, Grantee agrees and covenants that it will expend said funds in accordance with:

- (a) All applicable federal, state, and local laws; and
- (b) The recommendation of the City Manager, as approved by the Governing Body, which provides that said funds will be used to complete the Grantee's Project outcomes.

**SECTION 3. Disbursement of Funds.**

- (a) The Grantee shall, in writing, request the disbursement of funds on Grantee's official letterhead.
- (b) Unless otherwise agreed to in writing, requests shall be submitted no more than twice a year.
  - (i) A request for fifty percent (50%) of the Grantee's total allocation shall be submitted on or after March 1, 2021.
  - (ii) A request for the remaining fifty percent (50%) of the Grantee's total allocation shall be submitted on or after September 1, 2021.
- (c) The first one-half (or 50%) of the Grantee's total allocation will be disbursed to Grantee no earlier than April 1, 2021, and the second one-half (or 50%) of the Grantee's total allocation will be disbursed to Grantee no earlier than October 1, 2021.
- (d) In accordance with the Kansas Cash-Basis Law of 1933, codified as amended at K.S.A. 10-1101 *et seq.*, the City retains the right to unilaterally adjust the amount of the disbursement if the Governing Body determines that insufficient public funds exist to fully fund Grantee at level set forth in this agreement.

**SECTION 4. Reporting Requirements.**

- (a) The Grantee shall deliver a final report to the Governing Body at the completion of the Project, which shall outline what was accomplished with the outlay of City funds. **The final report shall be due February 15, 2022.**
- (b) The Grantee agrees to comply with K.S.A. 45-240, which requires not-for-profit entities receiving public funds to document and make available the receipt and expenditures of such funds.



**SECTION 5. Retention and Access to Records.**

- (a) The Grantee will give the City or any other authorized representatives of the City access to and the right to examine all records related to the expenditure of City funds.
- (b) The Grantee shall keep financial records and all other records pertaining to the Project being funded for a minimum of three (3) years after the termination of this Agreement.
- (c) The City may, at its sole option, conduct an audit related to this funding agreement.
- (d) The Grantee shall, upon the City's request, make its records, employees, and property available to the City, promptly.

**SECTION 6. Withholding of Payment.** The City shall retain the authority to withhold any and all payments to the Grantee if, in the sole judgment of the City, the proposed or continued use of the funds violates the terms of this Agreement, any applicable law, or is contrary to the appropriate use of public funds.

**SECTION 7. Term.** This Agreement, unless terminated earlier, will terminate upon Grantee's delivery of the final report or upon the joint agreement of the parties, whichever occurs earlier.

**SECTION 8. Compliance with Equal Opportunity Laws, Regulations, and Rules.**

- (a) Grantee agrees that it shall comply with all provisions of the Kansas Acts Against Discrimination of 1953 ("KAAD"), codified as amended at K.S.A. 44-1001 *et seq.*, and the Kansas Age Discrimination in Employment Act of 1983 ("KADEA"), codified as amended at K.S.A. 44-1111 *et seq.* and shall not discriminate against any person, in the course of performing under this Agreement, because of that person's race, sex, religion, color, national origin, age, ancestry, familial status, sexual orientation, disability, or gender identity.
- (b) In all solicitations or advertisements for employees, Grantee shall include the phrase "equal opportunity employer," or a similar phrase to be approved by the Kansas Human Rights Commission ("KHRC").
- (c) Grantee also agrees to comply with the American with Disabilities Act of 1990 ("ADA"), codified as amended at 42 U.S.C. § 12101 *et seq.*, as well as all other federal, state, and local laws, ordinances, rules, and regulations applicable to this project and to furnish any and all certification that may be



required by federal, state, or local governmental agencies in connection therewith.

- (d) If Grantee is found guilty or liable for any violation of the KAAD, the KADEA, the ADA, or Chapter 10 of the City Code by the KHRC or any investigating body, then Grantee shall be deemed to have breached the present Agreement and the City shall have cause to terminate this Agreement.

**SECTION 9. Indemnification.** Grantee agrees to defend, indemnify, and otherwise hold harmless the City, its commissioners, officers, employees, and agents from any and all claims, actions, damages, costs, liabilities, settlements, judgments, expenses, or lawsuits, including attorneys' fees, but only to the extent that such are caused by Grantee's breach of this Agreement or by Grantee's negligence in performing the Project.

**SECTION 10. Entire Agreement.**

- (a) This Agreement represents the entire and integrated agreement between the City and Grantee and supersedes all prior negotiations, representations, or agreements between the parties, whether written or oral. This Agreement may be amended only by a written instrument signed by both the City and the Grantee.
- (b) No oral orders, objections, claims, or notices by any party to the other shall affect or modify any of the terms or obligations set forth in this Agreement; and none of its provisions shall be deemed waived or modified by reason of any act whatsoever, other than by a definitely agreed waiver, modification, or amendment made in writing and signed by both parties.

**SECTION 11. Assignment.** This Agreement is non-assignable by the Grantee or by the City.

**SECTION 12. Authorizations.** Each person executing this Agreement in behalf of the City and Grantee hereby represents and warrants that said person has the authority to bind said person's respective party hereto and that all acts requisite to confer authorization to enter into this Agreement have been taken and completed.

**SECTION 13. Independent Contractor.** In no event, while performing under this Agreement, shall Grantee, its officers or principal, its employees, its agents, its subcontractors, or its vendors be deemed to be acting as an employee or as employees of the City; rather, Grantee, its officers or principal, its employees, its agents, its subcontractors, and its vendors shall be deemed to be an independent contractor or independent contractors. Nothing expressed herein or implied herein shall be construed as creating between Grantee and the City the relationships of employer and employee, principal and agent, a partnership, or a joint venture.

**SECTION 14. Counterparts; Electronic Signatures.** This Agreement may be executed in counterparts by the respective parties, each of which when so executed shall be deemed to be an original and all of which taken together shall constitute one and the same agreement, provided that this Agreement shall be of no force and effect until the counterparts are exchanged. Transmission of an executed signature page by email or by other electronic means is as effective as a manually executed counterpart of this Agreement.

**SECTION 15. Captions.** The Captions of this Agreement are for convenience only and are not meant by the parties to define, limit, or enlarge the scope of this Agreement or its terms.

**SECTION 16. Recitals.** The recitals set forth at the beginning of this Agreement are adopted and incorporated herein by reference as if set forth in full and shall be effective as if repeated *verbatim*.

**SECTION 17. Governing Law.** This Agreement, the rights and obligations of the parties, and any claim or dispute arising hereunder shall be construed in accordance with the laws of the State of Kansas.

**SECTION 18. Severability.** In the event that any provision of this Agreement shall be held invalid and unenforceable, the remaining portions of this contract shall remain valid and binding upon the parties.

*[SIGNATURE PAGES FOLLOW]*

**IN WITNESS WHEREOF**, the undersigned have caused this Agreement for the Use of City General Funds to be executed as of the date noted above.

**CITY:  
CITY OF LAWRENCE, KANSAS, a  
municipal corporation**



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CRAIG S. OWENS  
City Manager

**GRANTEE:  
HOUSING AND CREDIT  
COUNSELING, INC., a Kansas  
not for profit corporation**

Signature: Teresa Baker

Printed Name: Teresa Baker

Title: Interim Executive Director