



## Memorandum of Understanding between

### the City of Peoria and the National Resource Network

1. This memorandum of understanding commemorates an agreement between the City of Peoria, a local government incorporated in the State of Illinois (the "City"), and the National Resource Network ("Network"), an initiative of the federal government's Strong Cities Strong Communities initiative under the auspices of the White House Council on Strong Cities, Strong Communities established pursuant to an Executive Order signed by President Barack Obama on March 15, 2012.
2. The Network is formed pursuant to a cooperative agreement between the U.S. Department of Housing and Urban Development ("HUD") and Enterprise Community Partners, Inc. ("Enterprise") (the "HUD Cooperative Agreement"). The Network is a consortium comprised of Enterprise, Public Financial Management, Inc. ("PFM"), HR&A Advisors, Inc. ("HR&A"), New York University through its Robert F. Wagner School of Public Service ("NYU") and the International City/County Management Association ("ICMA") (collectively, the "Consortium Members"). The Consortium Members have formed a Governing Board for the Network. The Network Governing Board has agreed that David Eichenthal will act as the Executive Director of the Network, and, as part of that role, is authorized to sign contracts, agreements, memoranda of understanding and other instruments that establish and implement the relationships between the Network and the cities and other locations the Network will serve or serves as set forth in the HUD-approved work plans for those cities and locations.
3. The Network was created out of demand from cities around the country to have access to experts, technical advice, and information that can help them address the mounting challenges of growing inequality, high unemployment, under-performing schools, aging infrastructure and vacant and blighted properties. For many local governments facing dwindling budgets, especially those facing significant economic shocks, these challenges have made it difficult for cities to effectively attract jobs, retain an educated workforce, grow the middle class, and revitalize their economies. The Network will help cities address these challenges through on-the-ground expert engagements and advisory services, among other forms of assistance. The goal of the Network is to assist cities in developing and implementing cross-cutting strategies designed to promote economic recovery at the local level.
4. A team of representatives of the Network visited the City on June 4-5, 2015. During that visit, Network representatives met with officials of the City, as well as other local stakeholders. On the basis of interviews during their visit and analysis of data collected by the Network team and provided by the City, the Network developed an assessment of challenges and opportunities that included a proposal for the delivery of direct assistance.

5. The goal of the direct assistance plan for the City is to assist in the City's economic recovery in the following ways:

### **Comprehensive Analysis of Southside Peoria Demographics, Conditions, and Assets**

The Network will support Peoria's focus on the Southside by looking across factors from housing and workforce data, to education, transportation, health, safety, and other components that contribute to providing opportunity (i.e. increased access to better jobs, housing, transportation and education) for area households. This data will be used to describe the importance of Peoria's Southside for the economic vitality of the city, county, and beyond, via mapping of neighborhood factors, analysis by demographic criteria such as age, race, income, and cross-tab data, to identify submarkets and opportunities for targeted activities and interventions. The Network will also help Peoria identify resources currently expended in the Southside from Federal, State, and local sources that could be better aligned to impact the key challenges facing the Southside. Combined, this analysis will articulate to elected and government leaders, business leaders, and community stakeholders the importance of the Southside and demonstrate that it is an integral part of Peoria that requires a comprehensive but targeted place-based development strategy.

6. To achieve this goal, the Network will provide direct assistance to the City in accordance with the following timetable:

#### **February 2016:**

- Project kickoff
- Begin stakeholder outreach
- Begin data gathering on Peoria's Southside

#### **April 2016:**

- Begin data analysis, overlay housing, education, health, safety, and economic data, conduct financial projections and analysis

#### **June 2016:**

- Draft Report
- Plan preparations for 2-Day Presentation and Workshop

#### **July 2016:**

- Deliver Final report
- Hold Two-Day Summary Presentation/Workshop, present findings and catalyze stakeholders to commit to develop solutions for the Southside.

7. The direct assistance plan will be executed by the following team of representatives of the Network:

**Enterprise Community Partners** through Jarrod Elwell, Paul Bernard, Bob Hoffman, Girma Syoume and Tina Dudley.

Additional members of the team may assist in the execution of the direct assistance plan as needed.

8. The Network will execute the direct assistance plan between February 2016 and July 2016. As part of the direct assistance plan, the Network will provide the following deliverables to the City:
  - Data Analysis of the Southside
  - Summary Presentation Workshop to help interpret the findings of the studies, further investigate implications, and identify opportunities for collaborative action.
  - Final Report
  
9. The Network estimates that the value of the direct assistance plan is \$68,445, plus travel costs of \$16,105, for a total of \$84,550. The Network will fund seventy-five percent (75%) of this cost with funds provided by HUD pursuant to the HUD Cooperative Agreement. The City agrees that it will provide twenty-five percent (25%) of the total estimated cost of the direct assistance plan plus travel, or **\$21,138**. The City may provide funds from its own local government budget or it may secure a commitment of funding from a third party. The City shall either make payment of its share of the cost or ensure third party payment no later than sixty (60) days after the execution of this memorandum, or on a schedule agreed upon by the City and the Network prior to the commencement of the engagement. If payment of the City's share of the costs is not received by the 60<sup>th</sup> day, the Network may exercise its right to stop work until payment is received. Whether the City intends to secure third party funding or not, the City is responsible for meeting this requirement. In the event that the projected cost of the direct assistance plan increases without an increase in scope, the Network will be solely responsible for any increase in cost. If the value of the direct assistance increases due to an increase in scope agreed to by the Network and the City and commemorated by a written amendment pursuant to section 13 of this memorandum, the City will then be responsible for twenty-five percent (25%) of any increase in cost. The fiscal sponsor for the Network is Enterprise. All payments should be sent to Enterprise in accordance with the attached payment instructions.
  
10. In addition to the provision of matching funds for the cost of the direct assistance plan set forth in section 9, the City also agrees to and commits to the following:
  - a. Upon execution of this memorandum, the Mayor of the City commits to a good faith effort to implement actions developed as part of the direct assistance plan.
  - b. As part of the execution of this memorandum, the City commits to provide timely cooperation to all reasonable requests by the Network for documents, data and other information. In addition, the City commits to participate in regular meetings as set forth in the timetable detailed in section 6 above and to arrange and participate in such meetings determined to be necessary by the Network as part of the direct assistance plan.

- c. Upon execution of this memorandum, the City shall designate a senior official to act as the project manager and point of contact for the Network in the execution of the direct assistance plan. The designated project manager shall report to the Mayor, the City Manager or the Chief Administrative Officer or equivalent.
- d. The City agrees and acknowledges that an integral part of the direct assistance provided by the Network will be ongoing peer-to-peer activity. The City shall take reasonable steps to engage with the Network through the peer-to-peer activity process during the term of the direct assistance plan and for an additional three years after completion of the direct assistance.
- e. The City agrees and acknowledges that the work of the Network, including its work with the City, will be the subject of an independent evaluation being conducted by The Urban Institute. The City agrees to provide full cooperation with all reasonable requests for data and documents by The Urban Institute as part of its evaluation.
- f. Prior to the completion of the direct assistance plan, the City agrees that it will develop a written plan for continued implementation of the work developed through the direct assistance plan for a period of at least thirty-six (36) months. The completion plan shall include a timetable of specific activities and an agreed-upon set of metrics for measuring the progress of the direct assistance plan.

11. Decisions related to the direct assistance plan shall be commemorated in writings, including e-mails, between the Network's designated team lead and the City's project manager. This provision shall not apply to routine sharing of information or interviews or meetings between members of the Network team and officials of the City and other stakeholders.

12. External communications, including communications with members of the media, by the Network may be limited based on provisions of the HUD Cooperative Agreement. The City is not bound by such limitations.

13. This memorandum is subject to termination at any time by either party. Such party who wishes to terminate the memorandum shall send a written notification to the other party at least (30) thirty days prior to the termination date. This memorandum will be effective upon the Network's execution in the space provided below. This memorandum may be amended by a written amendment executed by both the Network and the City.



David Eichenthal, Executive Director, National Resource Network

1/12/16

Date

\_\_\_\_\_  
Patrick Urich, City Manager

\_\_\_\_\_  
Date