

INTER-GOVERNMENTAL (INTER-MUNICIPAL) AGREEMENT TEMPLATE

INTERGOVERNMENTAL AGREEMENT REQUIREMENTS FOR JOINT PROJECTS

Background: Chapters NR 153 and 155, Wis. Adm. Code, allow local units of government to jointly apply for grant funding through the DNR's Targeted Runoff Management (TRM) and Urban Nonpoint Source Pollution & Storm Water Management Grant Programs. A joint application will not be considered unless the application includes a **draft** cooperative agreement amongst the participating local units of government. The purpose of the cooperative agreement is to clearly identify authorities, roles and responsibilities of each member for important things such as: entering into the grant agreement with the DNR; fulfilling obligations under the grant for product development and product delivery; financial processing, including provision of local share requirements; record keeping; and reporting.

If the project is selected for funding, the draft agreement must be finalized, signed, dated, by an authorized representative of each participating governmental unit and submitted to the DNR before the DNR will issue the grant award. If there is no end date to the agreement, then only a starting date needs to be mentioned. If there is an end date, the end date cannot conclude before the end of the grant agreement. Be sure that the printed name, signature and title of representatives authorized under s. 66.0301, Wis. Stats., are included. Also show the date on which each signature was affixed. All signatures and dates must be on the same page to ensure a legally binding agreement. You do **not** have a legally valid cooperative agreement if only one party's authorized representative has signed the document.

REQUIRED CONTENT OF A COOPERATIVE AGREEMENT

At a minimum, the agreement must address the elements listed below. Your city, town, village or county may require you to include other provisions or terms in your cooperative agreement.

1. **Agreement Title**
2. **Agreement Purpose** (Must include reference to the project name and grant application).
3. **Names of Participating Local Units of Government (LUG)**
4. **Assignment of the Following Responsibilities** (This list may be expanded as appropriate):
 - a. Sign the Runoff Management Grant Agreement with the DNR (*Only one LUG may be selected to enter into the grant agreement with the DNR*).
 - b. Establish the grant account (*Only one LUG may be selected to establish the grant account to which the DNR will issue reimbursements*).
 - c. Negotiate, sign, and oversee any professional services contracts.
 - d. Local development, approval and submittal to the DNR of grant products, and final report.
 - e. Manage grant account including invoices, payments, and reimbursements. (*Must include responsibility for local share contribution by each partner, generation of funds for paying bills, bill payment procedures, procedures for submitting DNR reimbursement requests and for handling DNR reimbursement*).
 - f. Project records retention as required by sec. NR 153.29, Wis. Adm. Code.