



**Bill No. 4108**  
**Ordinance No. \_\_\_\_\_**

INTRODUCED BY  
ALDERMEN FINLEY, UTT, STALLMANN, ROACH, FLEMING, LEAHY, KERLAGON, BULLINGTON

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AN ORDINANCE AUTHORIZING THE MAYOR OF THE CITY OF BALLWIN, MISSOURI, TO EXECUTE THE MUNICIPAL HOUSING AND COMMUNITY DEVELOPMENT SUPPLEMENTAL COOPERATION AGREEMENT OF 2021; AND SUPPLEMENTAL AGREEMENTS THERETO WITH ST. LOUIS COUNTY WITH REGARD TO THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1977 AS AMENDED.

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BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF BALLWIN AS FOLLOWS:

Section 1. The Mayor of the City of Ballwin, Missouri, is hereby authorized to execute for and on behalf of the City of Ballwin, the Municipal Housing and Community Development Supplemental Cooperation Agreement of 2021 (attached hereto as Exhibit A) and Supplemental Agreements thereto as may be required by law with regard to the Housing and Community Development Act of 1977 as amended.

Section 2. This Ordinance shall be in full force and effect from and after its passage and approval.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
*TIM POGUE, MAYOR*

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
*TIM POGUE, MAYOR*

ATTEST: \_\_\_\_\_  
*ERIC STERMAN, CITY ADMINISTRATOR*

*Sam Page*  
*County Executive*

Saint Louis  
**COUNTY**  
**HUMAN SERVICES**

*Howard Hayes*  
*Director of Human Services*

*Amy Ellis, Director*  
*Office of Community Development*

November 9, 2021

Honorable Tim Pogue  
Mayor  
City of Ballwin  
# 1 Government Center  
Ballwin, MO 63011

RE: FY2021 Supplemental Cooperation Agreement

Dear Mayor Pogue:

Each year, your municipality receives an allocation of Community Development Block Grant (CDBG) funds through the St. Louis County Office of Community Development. CDBG funds are distributed by the U.S. Department of Housing and Urban Development (HUD) for the purpose of developing viable urban communities by providing decent housing, a suitable living environment and expanded economic opportunities, primarily for low- and moderate-income persons.

In order to receive these funds, your municipality must execute an annual Supplemental Cooperation Agreement with the Office of Community Development. **A copy of your 2021 Supplemental Cooperation Agreement has been sent to the CDBG contact person copied at the end of this letter.** Execution requires that the following items be included on this agreement:

- Your wet ink signature
- Wet ink attestation by a third party
- Wet ink signature of your municipal attorney
- Date signed (to be placed by your signature)
- Impression of your municipal seal

**NOTE: DO NOT ENTER THE DATE ON THE FIRST PAGE OF THE AGREEMENT. THIS WILL BE COMPLETED BY ST. LOUIS COUNTY UPON FULL EXECUTION OF THE AGREEMENT.**

Please return the executed copy to my attention **no later than Monday, January 10, 2021.** A fully executed copy will then be returned to you after the release of funds from HUD.

(Continued on next page)

**OFFICE OF COMMUNITY DEVELOPMENT**

500 Northwest Plaza Drive • 8<sup>th</sup> Floor, Suite 801 • St Ann MO 63074 • PH 314/615-4405 • FAX 314/615-8674  
South County Location • PH 314-615-4025 • FAX 314-615-4125 • Relay MO 711 or 800-735-2966  
Web <https://www.stlouiscountymo.gov>

Be advised that no activities may be placed under contract until HUD has released these funds to St. Louis County and this agreement has been returned to you. Please contact your assigned Community Development Specialist prior to undertaking any activities described in this agreement. Failure to do so may impact the availability of these funds to your community.

Additionally, please be especially aware of your audit responsibilities as detailed in the agreement. Pursuant to Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, subrecipients that receive over \$750,000 a year from all Federal sources must have financial audits prepared in compliance with 2 CFR 200.500 through 2 CFR 200.520, as well as any specific program requirements.

If you have any questions or require assistance regarding these agreements, please contact your assigned specialist at 314-615-4450 or [MMarku@stlouiscountymo.gov](mailto:MMarku@stlouiscountymo.gov).

Thank you for your attention to this matter.

Sincerely,



Mitch Marku  
Community Development Manager  
Office of Community Development

Enclosures (1)

cc: Mr. Eric Sterman, City Administrator

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DEPARTMENT OF HUMAN SERVICES

500 Northwest Plaza Dr., 8<sup>th</sup> Floor, Suite 800 • St Ann MO 63074 • PH 314/615-4444 • FAX 314/615-4416  
Relay MO 800-735-2966 • Web <https://www.stlouiscountymo.gov>

**ST. LOUIS COUNTY DEPARTMENT OF PLANNING  
OFFICE OF COMMUNITY DEVELOPMENT**

**MUNICIPAL HOUSING AND COMMUNITY DEVELOPMENT  
SUPPLEMENTAL COOPERATION AGREEMENT**

NO. 2021

**This Supplemental Cooperation Agreement** (hereinafter referred to as the Supplemental Cooperation Agreement) made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, by and between ST. LOUIS COUNTY, MISSOURI (hereinafter referred to as "County"), and the \_\_\_\_\_ City \_\_\_\_\_ of \_\_\_\_\_ Ballwin \_\_\_\_\_ Missouri (hereinafter referred to as "Municipality"),

**Witnesseth:**

**Whereas**, the United States Congress enacted the Housing and Community Development Act of 1977 (hereinafter referred to as the "Act") providing federal funds to local units of government for the purposes of developing urban communities and improving housing conditions and community services; and

**Whereas**, the Act allocates funds to County for the purpose of undertaking Community Development Program activities authorized in Section 105 thereof; and

**Whereas**, the Act recognizes that Municipality may enter into cooperation agreements with County in order to undertake community development activities with Municipality as authorized by Section 105 of the Act; and

**Whereas**, County and Municipality have enacted ordinances authorizing their chief executive officers to execute a Municipal Housing and Community Development Cooperation Agreement dated August 26th, 2014, (hereinafter referred to as the "Cooperation Agreement") and Supplemental Cooperation Agreements; and

**Whereas**, the provisions of Section 70.210 to Section 70.320 R.S.Mo. inclusive empower municipalities or political subdivisions to contract with each other for a common service and Section 2.180 of the 1968 County Charter provides that the County Council may, by ordinance, authorize contracts between County and an incorporated area for a common service; and

**Whereas**, certain provisions of this Supplemental Cooperation Agreement are intended to amend the Municipal Housing and Community Development Cooperation Agreement previously entered into for the purpose of conforming with HUD requirements; and

**Whereas**, County and Municipality desire to undertake a cooperative Community Development Program in accordance with the Act;

**Now, Therefore**, County and Municipality mutually agree as follows:

I. County and Municipality hereby agree to cooperate in the undertaking or assist in the undertaking of essential community development and housing assistance activities, specifically urban renewal and publicly assisted housing as set forth in Exhibit A, "Budget and Scope of Program," attached hereto and made a part hereof. Such activities are to be carried out by Municipality in accordance with County's Community Development Plan and Housing Assistance Plan as submitted to HUD in County's Annual Consolidated Plan for Community Development Block Grant (CDBG), HOME, and Emergency Shelter Grant Programs. The community development activities authorized by the Act and outlined in County's Consolidated Plan will be carried out through funds received as a result of the Act and made available to Municipality by County for the purpose of undertaking community development programs. The community development activities to be undertaken by Municipality as set forth in Exhibit A will be performed in accordance with the terms and conditions of the Cooperation Agreement, the Supplemental Cooperation Agreement, and the Subrecipient Policies and Procedures Manual, and may be governed by additional amendments, if any, executed by County and Municipality. This Agreement shall remain in effect without terminating during any time Municipality has CDBG Funds under Contract, including Program Income, as defined by 24 CFR 570 et seq.

II. Changes in the subprograms and activities as described in Exhibit A may be requested from time to time by either County or Municipality and if mutually agreed upon by and between County and Municipality shall be incorporated by written amendment(s) to the Supplemental Cooperation Agreement. County and Municipality acknowledge and agree that the budget line item "accounts" described in Exhibit A of this Agreement are estimates only and, therefore, the County shall, when necessary, transfer funds between "accounts" without the execution of an amendment to the Supplemental Cooperation Agreement in order to process municipal payment requests.

III. Municipality agrees that it will contractually obligate funds within twelve months of the executed date of this Supplemental Cooperation Agreement. Funds not contractually obligated as stipulated may be recaptured by County, unless an extension of time has been specifically requested in writing by Municipality and approved in writing by County.

IV. Municipality further agrees to abide by the provisions of Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards to wit:

A. Municipality agrees to abide by the provisions of 2 CFR 200.100 through 200.345 and 2 CFR 200.400 through 200.415, if applicable.

B. Municipality agrees to have an audit made in accordance with 2 CFR 200.500 through 2 CFR 200.520 if total federal grants spent during the fiscal year exceed \$750,000. If total federal grants spent during the fiscal year are less than \$750,000, Municipality shall be exempt from compliance with 2 CFR 200.500 through 2 CFR 200.520 and other federal audit requirements prescribed by state and local law or regulation. Nothing above exempts the Municipality from maintaining records of federal grant expenditures or from providing access to such records to federal agencies.

C. Municipality shall provide a copy of the audit report to the County within 30 days of the completion date of the audit.

V. Municipality agrees to comply with the following provisions as required by 24 CFR 570.503(b), to wit:

A. Municipality agrees to maintain and submit to County such records and reports as requested and specified by County in order to assist County in meeting its record keeping and reporting requirements.

B. Municipality shall inform County of any and all income generated as the result of a CDBG-funded activity. All such program income shall be returned to County. Program income generated by all Rehabilitation of Private Properties Activities will be used by County for grants and/or expenses related to CDBG Rehabilitation of Private Properties Activities administered or undertaken by County. Municipalities that have County-approved revolving loan funds for Rehabilitation of Private Properties Activities will automatically have program income funds reallocated to aforesaid loan programs. All program income that is generated by non-Rehabilitation of Private Properties Activities will be reallocated by Supplemental Agreement Amendments to Municipality for eligible CDBG activities in accordance with all CDBG requirements as may then apply, and any requirements of the Cooperation Agreement as are applicable.

C. Municipality shall comply with applicable administrative requirements as described in 570.502.

D. Municipality shall comply with Subpart K of 24 CFR 570 et seq., specifically Sections 570.600 through 570.612, except for the exceptions noted in the regulations, being the Municipality does not assume County's environmental responsibilities under 570.604 and Municipality does not assume County's responsibility for initiating the review process under Executive Order 12372.

E. Municipality agrees that any real property under Municipality's control that was acquired or improved in whole or in part with CDBG funds (1) is used to meet one of the national objectives in 570.208 until five years after expiration of this Agreement, or such longer period of time as determined appropriate by County; or (2) is disposed of in a manner which results in the County being reimbursed in the amount of the current fair market value of the property less any portion thereof attributable to expenditures of non-CDBG funds for acquisition of, or improvement to, the property.

VI. Municipality shall comply with Subpart B of 24 CFR part 135 and shall comply with all

applicable goals for the utilization of small and disadvantaged businesses in contracting activities of Section 3-covered projects as described in the aforementioned Subpart B.

**VII.** In accordance with 24 CFR 85.43, suspension or termination of this Agreement may occur if Municipality materially fails to comply with any term of this Agreement of the award of CDBG funds. The Agreement may also be terminated for convenience in accordance with 24 CFR 85.44.

**VIII.** Municipality certifies that the Community Development Block Grant Program stipulated in Exhibit A gives maximum feasible priority to activities which benefit low or moderate income families, aid in the prevention or elimination of slums or blight, or are an urgent community development need, but that not less than seventy (70%) of funds received shall be used for activities that benefit low- and moderate-income persons.

**IX.** Municipality certifies that it affirmatively furthers fair housing by having enacted a municipal fair housing ordinance and that this fair housing ordinance has a mechanism for enforcement such as a Human Relations Commission.

**X.** County hereby certifies that it has adopted and is enforcing a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

**XI.** County certifies that it has a policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

**XII.** County certifies that to the best of its knowledge and belief:

**A.** No federally appropriated funds have been paid or will be paid by or on behalf of it to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement;

**B.** If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and

**C.** It will require that the language of paragraph XI of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly;

**XIII.** County certifies that it will or will continue to provide a drug-free workplace by:

**A.** Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

**B.** Establishing an ongoing drug-free awareness program to inform employees about:

1. The dangers of drug abuse in the workplace;

2. The grantee's policy of maintaining a drug-free workplace;

3. Any available drug counseling, rehabilitation, and employee assistance programs; and

4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

**C.** Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph A;

D. Notifying the employee in the statement required by paragraph A that, as a condition of employment under the grant, the employee will:

1. Abide by the terms of the statement; and
2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

E. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph D(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

F. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph D(2), with respect to any employee who is so convicted:

1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;

G. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs A through F.

XIV. County certifies that it is following:

A. A current Consolidated Plan which has been approved by HUD in accordance with Section 105 of the Cranston-Gonzales National Housing Affordability Act; or

B. A housing assistance plan which was approved by HUD during the 180-day period beginning November 28, 1990, or during such longer period as may be prescribed by the Secretary of HUD in any case for good cause.

MUNICIPAL HOUSING AND COMMUNITY DEVELOPMENT  
SUPPLEMENTAL COOPERATION AGREEMENT

NO. 2021

In Witness Whereof, the parties have signed this Agreement on the day and year first above written.

*City of Ballwin*

ST. LOUIS COUNTY, MISSOURI

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: Director, Department of Human Services

Attest:

Approved:

By: \_\_\_\_\_

By: \_\_\_\_\_

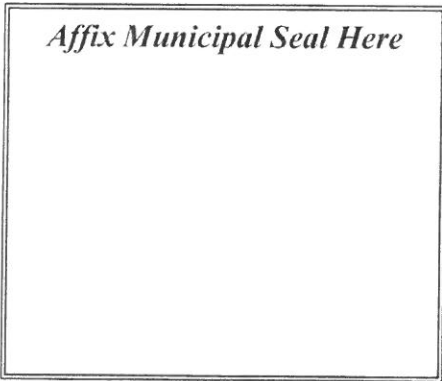
Title: \_\_\_\_\_

Title: Director, Community Development

Approved as to Legal Form:

\_\_\_\_\_  
Municipal Attorney

*Affix Municipal Seal Here*



I hereby certify that balances sufficient to pay the contract sum remain in the appropriation accounts against which this obligation is to be charged, to the extent County continues to receive federal funds sufficient to pay contract sum, in accordance with the applicable Municipal Housing and Community Development Cooperation Agreement, between Municipality and St. Louis County.

By: \_\_\_\_\_

Title: Community Development Accounting Supervisor

Approved: \_\_\_\_\_

Title: Community Development Manager



MUNICIPAL HOUSING AND COMMUNITY DEVELOPMENT  
SUPPLEMENTAL COOPERATION AGREEMENT

Exhibit A

NO. 2021

BUDGET AND SCOPE OF PROGRAM

Municipality: Ballwin Total Allocation \$ 40400

HUD Matrix Code and Activity Title: 14A Home Improvement Program

Fund:	Department:	Division:	Section:	Object:
<u>4510</u>	<u>5000</u>	<u>5350</u>	<u>5033</u>	<u>657110</u>

Grant:	Program:	Activity:	Location:	Project:
<u>GB101</u>	<u>GR25</u>	<u>GHP25</u>	<u>0000</u>	<u>GB101</u>

Description:

The primary objective of this activity is to provide assistance to low and moderate-income residents who are below 80% of the median area income. Assistance will be provided in the form of forgivable loans, which will be used to abate residential housing deficiencies.

Amount: \$ 40400

HUD Activity Title: \_\_\_\_\_ HUD Matrix Code: \_\_\_\_\_

Fund:	Department:	Division:	Section:	Object:
_____	_____	_____	_____	_____

Grant:	Program:	Activity:	Location:	Project:
_____	_____	_____	_____	_____

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Amount: \$ \_\_\_\_\_