

Memorandum of
Understanding In-Kind
Match Commitment
for
HUD Continuum of Care Program Grants

A. Parties. This agreement is made between:

1. Grant Applicant/Recipient: Institute for Community Alliances
(hereinafter "ICA") 1111 9th St. Suite 380
Des Moines, IA 50314
Point of Contact: Jennifer Prins
2. Match Provider: Mankato Economic Development
Authority 10 Civic Plaza
Mankato, MN 56001
Point of Contact: Nicole Cunningham

B. Applicable Grants. This agreement applies to the following grant(s) and project
period(s):

1. MN0366L5K022409– Coordinated Entry System (Term: 9/1/2026-
8/31/2027)
2. Match Commitment. Pending selection by HUD for funding, Mankato
Economic Development Authority commits to providing the value of the
following eligible project costs to ICA to deliver Coordinated Entry
navigation and assessment for eligible participants. The total in-kind match
commitment and the total amount that requires documentation, is \$30,855,
including the following:
3. Dedicated meeting space/workspace on site at Mankato Economic
Development Authority in Mankato, MN to provide Coordinated Entry
navigation services 5 days per week. Dedicated space includes access to the
building, private space for meeting with clients and conducting
assessments, workspace with desk/table and chair, power and adequate
hook-ups for a lap top, internet access, and access to printer/copier.
 - i. Calculation: 100 s.f.(10X10) office space rental @ \$1,076 per month,
 - ii. Grant Match Commitment: \$12,864 per year
4. Case management for Coordinated Entry Navigator clients.
 - i. Calculation: 0.5 FTE Coordinated Entry Navigator (20 hours/week) at
\$59.91/hour, including salary, leave, and fringe.

- ii. Grant Match Commitment: \$14,877.24 per year
- 5. Oversight and support of Coordinated Entry Navigator while on site.
Oversight and support include participation in Navigator evaluation and training regarding access to agency site, use of agency resources, and other agency policies/procedures.
 - i. Calculation: 0.03 FTE Manager (0.75 hours/week) at \$79.84/hour, including salary, leave, and fringe.
 - ii. Grant Match Commitment: \$3,113.76

6. Documentation. Mankato Economic Development Authority commits to document delivery of match commitment semi-annually by March 30 and September 30 as follows:
7. Workspace: Calculation of office rental rates as charged, with information on typical rental rates in the community.
8. Personnel expenses: Individual timesheets tracking time spent on eligible activities within each separate grant named above.

C. Termination. This agreement will be effective from September 1, 2026, to August 31, 2027 and may be terminated by either party with thirty (30) days written notice.

By: _____
Executive Director
Institute for Community Alliances

By: _____
Executive Director
Mankato Economic Development
Authority