



Terence R. McAuliffe  
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Secretary of  
Commerce and Trade

# COMMONWEALTH of VIRGINIA

William C. Shelton  
Director

## DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

### MEMORANDUM OF UNDERSTANDING

Between

**City of Harrisonburg, Virginia (Harrisonburg)**

And

**Department of Housing and Community Development (DHCD)  
Building Entrepreneurial Economies (BEE)**

#### **PURPOSE:**

The purpose of this Memorandum of Understanding (MOU) between the **City of Harrisonburg, Virginia (Harrisonburg)** and the Department of Housing and Community Development's (DHCD) Building Entrepreneurial Economies (BEE) program is to fund an Innovation Grant to allow Harrisonburg to construct a community kitchen space, develop a program, education and training for food-based businesses, and implement a food-business concept competition.

#### **PERIOD OF AGREEMENT:**

This MOU is entered into as of May 1, 2014. Harrisonburg must satisfactorily complete all work described below, along with a report as defined below, within 18 months of the date of this MOU, or no later than December 1, 2015.

**WHEREAS**, the City of Harrisonburg, Virginia (Harrisonburg) has a responsibility to facilitate financing needs of Virginia's community development efforts and to assist in building the capacity of its community and community development organizations in more effectively utilizing this financing;

**WHEREAS**, the BEE program provides Innovation Grants to organizations that look to increase micro-business development outreach and training and micro-financing activity within Virginia in an innovative and strategic manner;

**NOW, THEREFORE**, in consideration of mutual covenants and promises in this MOU and for other good and valuable consideration, the receipt and sufficiency of which are to be solely determined by BEE and DHCD, the parties hereto agree as follows:

BEE will provide Harrisonburg a grant in the amount of \$35,000.00 for the exclusive purposes of:


1. Work closely with the Main Street organization, Small Business Development Center, Friendly City Food Co-op, Rockingham County and food-based entrepreneurs to develop a culinary culture and food-based education services for entrepreneurs.
2. Develop and implement a kick-off event, community education sessions, construction of a community kitchen and training space, and a business concept competition.
3. Providing loan funds or facilitating access to loan funds for small business expansion in the region.
4. Provide services, benefits or access to the community kitchen equal to the funding invested from DHCD into that specific component of the project.
5. Documenting the creation or expansion of three businesses and three new jobs within 18 months of the date of this MOU that are direct outcomes from grant funded activities.
6. Developing additional resources and strategies to ensure the long-term (non-BEE grant funded) viability of Harrisonburg's innovative micro-business development strategies.
7. Presenting project progress, lessons learned, best practices and other pertinent information at any DHCD-sponsored workshops, as requested.

**DEFAULT:**


In case of Harrisonburg's willful failure to comply with the terms and conditions set forth in this MOU; BEE reserves the right to file for reimbursement from Harrisonburg of the entire granted amount of \$35,000.00 or any portion thereof.

**EXECUTION:** In witness whereof, the parties have executed or caused to be executed by their duly authorized official this AGREEMENT to be bound thereby.

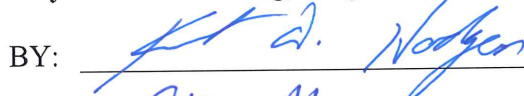
**Department of Housing and Community Development (DHCD)**

BY:  DATE: 6.2.14  
 TITLE: Deputy Director

**Building Entrepreneurial Economies (BEE)**

BY:  DATE: 6/3/14  
 TITLE: Program Manager

**City of Harrisonburg, Virginia (Harrisonburg)**

BY:  DATE: 6/24/2014  
 TITLE: City Manager