

# Memorandum of Understanding

**Rockdale County Board of Commissioners**

**(Partner)**

**and**

**The Conyers Rockdale Economic Development Council**

**(Partner)**

This Memorandum of Understanding (MOU) is entered into as of this \_\_\_\_ day of \_\_\_\_\_ 2024, by and between the Rockdale County Board of Commissioners (hereinafter referred to as “the Board”) and the Conyers Rockdale Economic Development Council (hereinafter referred to as “CREDC”).

## **I. PURPOSE**

The purpose of this MOU is to establish a framework for collaboration between the Board and the Council in the creation, administration and oversight of a Small Business Grant Program (hereinafter referred to as “the Program”) to assist businesses in Rockdale that have been adversely affected by the recent BioLab explosion. This MOU reflects the shared commitment of the Board and the CREDC to support local businesses during this period of recovery and to foster the economic resilience of the Rockdale County Community.

## **II. Transfer of Funds**

The Board shall transfer a sum of Two hundred seventy five dollars ( \$275,000) to the CREDC to fund the Small Business Grant Program. The county agrees that there will be a ten percent (10 percent) administrative fee earned to CREDC for the administration of the grant. Funds will be transferred immediately upon the execution of this MOU.

## **III. RESPONSIBILITIES OF CREDC**

1. The CREDC shall design the Program to provide financial assistance to eligible small businesses affected by the BioLab Explosion.

The CREDC shall administer the Program, including but not limited to:

- a). Developing application procedures and criteria for eligibility;
- b). Reviewing and vetting application to verify the impact of the BioLab explosion on the applying businesses;
- c). Disbursing grant funds to approved businesses;

2024-658

2. The CREDC shall provide quarterly reports to the Board detailing the results and outcomes of the Program. These reports shall include, at a minimum:
  - a). The number of applications received;
  - b). The number and total amount of grants awarded;
  - c). An analysis of the impact of the grants on the recipient businesses and the community;

#### **IV. RESPONSIBILITIES OF THE COUNTY**

The Board shall allocate funding for the Program as mutually agreed upon with the Council.

#### **V. Program Timeline**

The Small Business Grant Program must be operational no later than February 1, 2025

#### **VI. USE OF UNSPENT FUNDS**

If funds remain unspent by December 31, 2025, CREDC may redirect the remaining balance toward a workforce development program of its's choosing.

#### **VII. EFFECTIVE DATE**

This MOU shall take effect upon signing by both Parties.

#### **VIII. MODIFICATION**

This MOU may be amended in writing by mutual agreement of the parties.

#### **IX. TERMINATION**

This MOU may be terminated upon mutual consent amongst both parties. Any remaining funds shall be reallocated to a workforce development program administered by CREDC.

**For the Rockdale County Board of Commissioners:**

**ATTEST:**

Partner representative:

Date:

Position: *Chairman*

Address:

Telephone

E-mail

\_\_\_\_\_  
Jennifer O. Rutledge, County Clerk

Approved as to form

\_\_\_\_\_  
M. Qader A. Balg, County Attorney

**For the Conyers Rockdale Economic Development Council:**

Partner representative:

Date:

Position:

Address:

Telephone

E-mail