

SAMPLE
HHNI COOPERATIVE AGREEMENT

Between

(Primary Applicant)

and

(*specify one:*) Secondary Applicant or Project Sponsor

Project Name: _____ Project Number: _____

The purpose of this Cooperative Agreement is to clarify and assign project responsibilities between Multiple Applicants or between the Applicant and a Project Sponsor.

1. This Cooperative Agreement is entered into to accomplish the following tasks for the following purposes (the “work”):

Task(s)	Purpose(s)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

2. The work will occur at the following site(s) and on the following dates:

(specify all sites and dates where work will occur)

It is mutually agreed that the work will be shared as follows:

The **Primary Applicant** will *[describe work to be performed by Applicant #1, including the date(s) when the work will be completed]*:

The **Secondary Applicant** or **Project Sponsor** will *[describe work to be performed by Applicant #2 or Project Sponsor, including the date(s) when the work will be completed]*:

It is mutually agreed that supervision, management and maintenance of the work will be shared as follows:

The **Primary Applicant** will:

- Be the fiscal agent for the project
- Be the primary contact for the project
- _____
- _____
- _____

The **Secondary Applicant** or **Project Sponsor** will:

- Contribute funding or in-kind donations including: _____
- _____
- _____

It is further agreed that after completion of the work, provided that the terms of this Cooperative Agreement are met, all of the improvements funded with grant funds and affixed to the land will become the property of:

- the Primary Applicant the Secondary Applicant the Project Sponsor

Upon satisfactory completion of the project, improvements not affixed to the land and funded with grant funds, such as portable equipment, shall become the property of:

- the Primary Applicant the Secondary Applicant the Project Sponsor

The Primary Applicant shall hold harmless the Secondary Applicant or Project Sponsor and its respective officers, agents, employees and members from all claims, suits, or actions of any nature resulting from, or arising out of, this Cooperative Agreement.

The work to be performed under this Cooperative Agreement shall begin on or about _____, and is expected to be completed on _____.

This agreement shall be effective upon the signature of all of the parties listed below.

AGREED:

Primary Applicant:

Print Primary Applicant's name

Print Project Manager's name

Signature

Date

Secondary Applicant or Project Sponsor:

Print Secondary Applicant
or Project Sponsor's name

Print Project Manager's name

Signature

Date