

EXHIBIT 4-C.2

REQUIRED CONTRACT CLAUSES

1. **EMPLOYMENT OF CONTRACTOR.** (*Grantee name*) agrees to engage the Contractor and the Contractor agrees to provide the following services:
2. **SCOPE OF SERVICES.** The Contractor will perform the following services: (*Here, or in an exhibit to the contract, explicitly and completely list the services and products the grant recipient expects of the Contractor, including the timetable for completion of key tasks. Consult with your HOME liaison as to the specific services that may be appropriate for each grant category.*)
3. **LIAISON.** The Grantee's designated liaison with the Contractor is (*insert name and title*). The Contractor's designated liaison with the Grantee is (*insert name and title*).
4. **EFFECTIVE DATE AND TIME OF PERFORMANCE.** This Contract takes effect on is (*insert date*). The services to be performed by the Contractor will be completed no later than (*insert date*).
5. **COMPENSATION.** For the satisfactory completion of the services to be provided under this Contract, the Grantee will pay the Contractor a sum not to exceed \$(*insert amount*), which the Grantee agrees to pay as set forth on the attached Attachment _____ which by this reference is made a part hereof.

Compensation for services will be provided in installments, based on actual work performed. Payment will be based upon the completion of key components of the adopted project implementation schedule (*and/or on the basis of a set hourly rate*). Contractor requests for payment may be submitted monthly, and must be accompanied by a written narrative report which adequately describes and documents the work performed during that period relative to the adopted implementation schedule for the project. (*The exhibit should describe the maximum amount payable under the contract, the procedures for approving payment, the terms of payment, and the performance measures to be used to determine contractor compliance.*)

6. **CONDITIONAL AGREEMENT.** (*only if applicable; otherwise remove paragraph*) It is expressly understood by the parties hereto that this Contract is dependent and conditional upon the receipt by the Grantee of Home Investment Partnership Program (HOME) Grant funds from the Montana Department of Commerce (MDOC), and that in the event that said funds are not provided, the Grantee incurs no responsibilities or liabilities under this Contract.