

**MEMORANDUM OF UNDERSTANDING**  
BETWEEN  
Sewa International, Inc. ("Sewa")  
And  
Fort Bend County Health & Human Services ("County")

**I. INTRODUCTION**

This Memorandum of Understanding ("MOU") is entered into between Sewa International, Inc. Houston AmeriCorps Program ("Sewa"), an established non-profit organization, and Fort Bend County Health and Human Services ("County"), a body corporate and politic under the laws of the State of Texas, collectively referred to herein as the "Parties."

**II. PURPOSE**

The purpose of this MOU is to establish the terms and conditions under which Sewa will provide Disaster Preparedness Training for Adults and Disaster Preparedness Training ("Program") for Children to be presented by Members of Sewa's AmeriCorps Disaster Preparedness Outreach Team at the County's facilities for the period beginning October 1, 2024 through June 30, 2025.

**III. SCOPE OF SERVICES**

The scope of services will consist of comprehensive Disaster Preparedness training for children K-12 and adults (18 and above, including seniors), providing robust and interactive workshops with a duration of approximately 45 minutes for children and approximately 60 minutes for adults and seniors and no fee/cost of any kind whatsoever shall be charged to the County or participants while Program operates on County property.

**For each workshop Sewa agrees to:**

1. Designate a primary point of contact to serve as the liaison between Sewa AmeriCorps Members and the County.
2. Provide AmeriCorps Members with 4 weeks of training including, but not limited to:
  - FEMA certified disaster preparedness training
  - Sewa proprietary disaster preparedness training
  - American Red Cross disaster preparedness training
  - Cultural sensitivity training
  - Refugee engagement
  - New immigrant engagement
  - Public speaking
  - Professional communication
  - Training practicums overseen by professionals with at least 10 years in the field
3. Provide certificates of training completion to adults and children

4. Provide disaster preparedness superhero stickers and IDs to children
5. Provide Resource / Cheat Sheets to adults
6. Ensure that AmeriCorps Members understand their role and responsibilities as Disaster Preparedness Trainers including compliance with AmeriCorps standards, Emergency Management standards, County policies and other pertinent responsibilities
7. Provide regular communication with County point of contact, designated event contact and any other pertinent County personnel which include:
  - Regular email updates
  - Monthly check-ins regarding AmeriCorps Member Performance and any issues of concern
  - Quarterly in-person (preferred) and/or virtual meetings
  - Periodic presentation site walkthroughs with Sewa staff (approximately 1-2 visits)
8. Provide reasonable access in resolution of any conflict or unforeseen circumstances.

**For the Sewa Disaster Preparedness Outreach Team, the District agrees to:**

1. Provide at least two confirmed training events per week between October 15, 2024 and June 30, 2025).
2. Designate a primary point of contact to serve as the liaison between Sewa, designated presentation sites and AmeriCorps Members.
3. Provide pre-service training for AmeriCorps Members in County policies and procedures.
4. Adhere to the guidelines provided in the AmeriCorps Disaster Preparedness Trainer position description.
5. Provide required supervision outlined in the Site Supervision Training.
6. Provide on-going training related to County-specific policies and procedures.
7. Provide access to County resources and tools (eg: projector, screen, immediate electrical outlets) that facilitate and enhance Sewa AmeriCorps Members' service in the role of Disaster Preparedness Trainer.
8. Provide Sewa Disaster Preparedness Team with list of expected attendees.
9. Provide opportunity for distribution of surveys (pre and post presentation) as well as gathering of other objective/subjective data as appropriate.
10. Provide regular communication with feedback on AmeriCorps Member performance.
11. Provide immediate access in resolution of any conflict or unforeseen circumstance.

Sewa acknowledges and agrees that it is solely responsible for all costs, wages, expenses, and fees associated with or arising from the operation of the services as described in Clause II.

#### **IV. TERM**

This MOU will begin on October 1, 2024 and end on June 30, 2025. This MOU shall not automatically renew, but may be subsequently renewed in writing upon agreement of the Parties.

#### **V. TERMINATION**

This MOU may be terminated by Sewa without cause with sixty (60) days advance written notice. This MOU may be terminated by the County without cause at any time with sixty (60) days advance written notice.

#### **VI. IMMUNITY**

Nothing in this MOU shall be construed to create a claim or cause of action against Sewa for which it is not otherwise liable, nor to waive any immunity or defense to which Sewa may be entitled nor to create an impermissible deficiency debt of Sewa. The Parties agree that under the Constitution and laws of the State of Texas, County cannot enter into an agreement whereby County agrees to indemnify or hold harmless another party.

#### **X. NOTICE**

##### **To Sewa:**

Sewa International, Inc.  
Sewa Houston AmeriCorps Program

Program Director – Attention: Carole Juarez  
Mobile: 832-967-7300  
[AmeriCorps-houston2@sewausea.org](mailto:AmeriCorps-houston2@sewausea.org)

Community Resilience Manager – Attention: Tarvinder Taneja  
Mobile: 301-979-0148  
[DR-AmeriCorps@sewausea.org](mailto:DR-AmeriCorps@sewausea.org)

P.O. Box 820867  
Houston, Texas 77282-0867  
708-872-7392  
[Info@sewausea.org](mailto:Info@sewausea.org)

**To County:**

Fort Bend County  
Attn: County Judge  
401 Jackson Street, 1<sup>st</sup> Floor  
Richmond, Texas 77469

**With Copy To:**

Fort Bend County Health and Human Services  
Attn: Director  
4520 Reading Rd., Ste. A-100  
Rosenberg, Texas 77471

**XI. GOVERNING LAW AND VENUE**

This Memorandum of Understanding is governed by the laws of the State of Texas without regard to conflicts of law principles. Mandatory and exclusive venue for any action arising out of this Memorandum of Understanding is in Fort Bend County, Texas. Nothing in this MOU shall be construed to waive the County's sovereign immunity.

IN WITNESS WHEREOF, each party's authorized person has set their hand hereto this date.  
Executed this \_\_\_\_\_ day of \_\_\_\_\_ of the Year \_\_\_\_\_.

By:



Carole Juárez, Sewa Houston AmeriCorps Program Director

Name, Title  
Sewa International, Inc.

July 31, 2024

Date

\_\_\_\_\_  
KP George, County Judge  
Fort Bend County

\_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
Laura Richard, County Clerk

Approved:

 type text here

\_\_\_\_\_  
LeTosha Gale-Lowe,  
Director and Local Health Authority