

MEMORANDUM OF UNDERSTANDING (MOU)

Between

Adventist Community Services

and

Fort Bend County

This is an agreement between Fort Bend County, hereinafter called the County; and Adventist Community Services, hereinafter called the Adventists.

I. PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the County's Donation Management Plan. The Donations Steering Group (DSG) is a key participant in the County's program. Many community-based organizations will participate in the DSG.

Both parties will ensure that these activities are conducted in compliance with all applicable State and Federal laws, rules, and regulations.

II. BACKGROUND

Fort Bend County, through the Office of Emergency Management (OEM) and community-based organizations, will partner with each other while recovering from a disaster. Frequently after a disaster, a generous public will donate many unsolicited items to assist in the recovery. These donations can quickly swamp an unprepared organization. Adventists Community Services has had experience providing donations management services with many local governments and are familiar with community-based organizations that can benefit from the donated items, in and out of Fort Bend County.

III. THE COUNTY'S RESPONSIBILITIES UNDER THIS MOU

Fort Bend County shall undertake the following activities:

- Coordinate a county-wide DSG
- Participate in the DSG to the extent possible
- Maintain relationships with community-based organizations
- Coordinate locations where donations are needed and coordinate the pickup of the donations.
- Maintain records after the incident, as required.

IV. THE ADVENTISTS' RESPONSIBILITIES UNDER THIS MOU

The Adventists shall undertake the following activities:

- Act as the Donations Management Warehouse Coordinator for Fort Bend County
- Assist the County in coordinating the DSG and organizing community-based organizations
- Coordinate unsolicited donations receipt and routing

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

1. The DSG will meet once a year, prior to June 1st
2. The Adventists will act as the area's Donations Management Warehouse Coordinator
3. Unsolicited donations will be coordinated by the County Donations Coordinator and the Donations Management Warehouse Coordinator

VI. FUNDING

This MOU does not include the exchange of funds between the two parties.

VII. RECORD RETENTION

All records must be retained for three years from fiscal year closure. This requirement applies to records, reports and any damage documentation.


VIII. EFFECTIVE DATE AND SIGNATURE

1. This MOU shall be effective upon the signature of authorized officials from Fort Bend County and Adventists Community Services.
2. This agreement shall be in force effective upon execution by both parties.
3. This agreement may be terminated by either party with 30 days' notice.

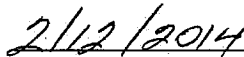
The County and the Adventists indicate agreement with this MOU by their signatures:

Robert Hebert, County Judge
Fort Bend County, Texas

Date



Linda Walker, Adventist Community
Services



Date