



6.1 Execute a Memorandum of Understanding

Your disaster plans will document the roles and responsibilities of the many entities involved in disaster preparedness, response, and recovery. However, to confirm and further codify these commitments, the local jurisdiction should execute a Memorandum of Understanding (MOU) with the other entities participating in the plan.

An MOU can:

- Spell out specific roles and responsibilities and identify contact personnel. Likely responsibilities covered under an MOU include transportation services, shelter, case management, food and supplies, and other key support to the disaster response effort.
- Include any monetary consideration for undertaking specific assignments.

For the purposes of some FEMA reimbursements, a community-based organization (CBO) is required to have a pre-disaster formal agreement with the jurisdiction. This agreement must list the organization's specific responsibilities and roles within the broader framework of the community's emergency response plan and note whether the CBO is to receive reimbursement before or after the local government receives its reimbursement from FEMA.

For the purposes of HUD funds, an MOU is not the same as a subrecipient agreement. While an MOU can be executed prior to the disaster, a subrecipient agreement is a binding agreement that is executed between the HUD grantee and a subrecipient organization to establish the terms and conditions under which the subrecipient must expend its HUD funds. It describes the services to be provided, standards and requirements to be met, and conditions for reimbursement. In the context of disaster planning and response, such an agreement is executed upon receipt of HUD funds, presumably during recovery.

The following is an outline for a standard MOU. Note that this is simply an outline that must be fully developed, tailored for individual circumstances, and vetted by the organizations' legal counsel.



SUGGESTED MEMORANDUM OF UNDERSTANDING OUTLINE

1. **Designate Key Parties.** List names of the organizations included in this memorandum of understanding.
 2. **Background.** Explain why this agreement is being executed. For example, this MOU is intended to formalize a commitment of the signers to implement a strategy to ensure that homeless and other vulnerable people are accounted for in disaster planning and response.
 3. **Purpose.** Define the intent or goals of this agreement. For example, this MOU defines a relationship between the parties listed to ensure that in times of disaster, homeless and other vulnerable people will receive assistance to get out of harm's way and to recover from the disaster.
 4. **Expectations.** List the services to be provided by each of the parties in the MOU. For example, transportation, shelter, or coordination of efforts. Include any details about reimbursement and compensation.
 5. **Statement of Mutual Benefit and Interest.** Consider stating that all parties agree that it is to their mutual benefit and interest to enter into this agreement as it furthers their individual and collective missions.
 6. **Responsibilities.** List the agreed upon actions by the parties that will support this agreement, such as the formation of and participation in a steering committee, the commitment to creating a disaster plan, and an agreement to coordinate actions and resources.
 7. **Terms of the Understanding.** Terms include such items as a timeframe for the agreement, an effective date, the ability to extend the agreement, expectations for review of the agreement, and termination.
 8. **Authorization.** Appropriate authorities from participating parties must sign and date the agreement.
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