

MEMORANDUM OF UNDERSTANDING
TEXAS HOUSING FOUNDATION
COMMUNITY RESOURCE CENTER

LOCATION

The concept of the Texas Housing Foundation Community Resource Center is to provide a centralized location to enable local citizens to access several local state and non-profit social services in one location. Our goal is to consolidate office locations of state agencies/services and non-profit organizations by providing no cost office space to include, but not limited to office furnishings and equipment. The Texas Housing Foundation employs a Community Resource Center Director to oversee site operations.

This agreement is between the two following parties: Burnet County hereto referred to as "Agency" and Community Resource Centers of Texas, Inc. hereto referred to as "CRC". This Agreement is made and entered into on this date, 02/7/2018, with no ending date. Termination of occupancy can be initiated by the "Agency" or the "CRC" with a 30 day written notice.

CRC will provide a receptionist who will link telephone calls and walk-in clients to agencies in the CRC and in the community. CRC will also provide a client waiting area, office with desk, chair, and a common copier, fax and scanner to Agency at an agreed-upon day(s) of the week and time period. Agency is required to contact CRC if services cannot be provided at agreed-upon schedule as soon as possible to enable space to be utilized. In most instances, the CRC office will be occupied by other agencies each day.

CRC has limited file storage space and will not be responsible for the security of files left at the CRC. Limited copy paper is provided for small projects to part-time agencies.

Agencies assigned to a full-time office will be responsible for security of equipment and files. Full time agencies are required to provide copy paper for day-to-day operations and special projects.

The Agency shall be responsible for reporting in writing any damage to CRC facility and/or equipment caused by employees, agents, or representatives of Agency. Repair costs will be invoiced and due within 30 days. CRC shall not be responsible for damage to or loss of Agency's personal property and Agency will not hold CRC liable for such damage.

Agency is responsible for supplying Agency documentation; contact information; for reporting any Agency contact changes; as well as for reporting emergencies to the CRC Director, as soon as possible.

CRC will make best efforts to engage in marketing local CRCs and Agency's participation in same, as an opportunity to access multiple resources in one facility. Agency will be given an opportunity to participate in said marketing.

NOTES: _____

TO BE COMPLETED BY AGENCY REPRESENTATIVE:

NAME OF AGENCY: _____

DESCRIPTION OF SERVICES TO BE PROVIDED: _____

EXECUTIVE DIRECTOR/PRESIDENT OF AGENCY: _____

MAILING ADDRESS: _____

WORK PHONE: _____ CELL PHONE: _____

EMAIL ADDRESS: _____

EMERGENCY CONTACT: _____ CELL PHONE: _____

AGENCY REPRESENTATIVE NAME AND POSITION PROVIDING SERVICES AT CRC:

MAILING ADDRESS: _____

WORK PHONE: _____ CELL PHONE: _____

EMAIL ADDRESS: _____

APPROVED DAY(S) OF THE WEEK OF OFFICE OCCUPANCY:

LOCATION OF CRC: _____

MON ____ TUES ____ WED ____ THURS ____ FRI ____

TIME:

ALL DAY ____ 8:00 AM – NOON ____ NOON – 4 PM ____ OTHER ____

KEY DISTRIBUTION:

TO: _____ LOCATION: _____ DATE: _____

TO: _____ LOCATION: _____ DATE: _____

TO: _____ LOCATION: _____ DATE: _____

I have read the Community Resource Centers Policies and Procedures and agree to adhere to such.

AGREEMENT EXECUTED BY:

Agency: _____

Signed: _____

Position: _____

Date: _____

CRC Sr. VP Community Relations:

Signed: _____

Date: _____

CRC Site Director:

Signed: _____

Date: _____

DK:011118