Instructions for using this MOU template:

This is a “universal” draft MOU for use with Private Non-Profit or VOAD organizations. It is NOT intended for use with private-for-profit companies. Not all pages of this sample document will need to be used for every agreement. Add, change, and delete sentences, paragraphs, and sections as appropriate for your MOU.

1. Do a “search and replace” for “CITY” and substitute the appropriate word, i.e., COUNTY, or SCHOOL, or DISTRICT, etc.

2. Search for all italics, edit the italicized language to suit local requirements, and remove the brackets or parentheses.

3. Fill in the blanks as needed with appropriate information.

4. Use extreme caution in modifying any language in this document. The addition of certain terminology or other statements may create eligibility issues with FEMA, particularly when discussing reimbursement of expenses. Also do not use language such as:

   "Non-binding Document
   This document is a Memorandum of Understanding only. It is not intended to be, and shall not constitute in any way a binding or legal agreement, or impose any legal obligation or duty on either the PROVIDER or the CITY."

   Such language may result in the deobligation of expenses by FEMA.

5. Do not add any statements about conditional or discretionary reimbursements. Such statements will make FEMA reimbursement ineligible.

6. Do not add any statements regarding reimbursement “if and when” reimbursement is received from FEMA. Such statements will make FEMA reimbursement ineligible.

7. Delete text boxes 1, 2, and 3 from the final version.

8. Users of this document are cautioned to carefully read FEMA’s Public Assistance Program and Policy Guide (PAPPG), and FEMA’s latest Policy on Public Assistance Donated Resources, dated June 25, 2018

9. Even if there is a proper agreement between the “CITY” and a private non-profit organization, the work, goods, and/or services must also be eligible under FEMA