

**MEMORANDUM OF UNDERSTANDING BETWEEN WILLIAMSON COUNTY, THE CITY OF
FRANKLIN, AND THE COMMUNITY FOUNDATION OF MIDDLE TENNESSEE
FOR PREPARATION AND RESPONSE TO DISASTER THROUGH
THE WILLIAMSON COUNTY DISASTER RESPONSE FUND**

This MEMORANDUM OF UNDERSTANDING is made and entered into this _____ day of _____ 2015, between WILLIAMSON COUNTY, TENNESSEE ("COUNTY"), the CITY OF FRANKLIN, TENNESSEE ("CITY"), AND THE COMMUNITY FOUNDATION OF MIDDLE TENNESSEE ("CFMT").

The purpose of this agreement is to establish cooperation between Williamson County, the City of Franklin, and The Community Foundation of Middle Tennessee in preparing for and responding to disaster in Williamson County, Tennessee.

It is AGREED:

1. The Community Foundation of Middle Tennessee ("CFMT") will:

GENERAL:

- a) Serve as the centralized collection and distribution system for managing non-designated donations of cash, securities and credit card donations (hereafter "donations") which will be distributed to benefit local disaster victims through local nonprofit organizations, religious institutions, and/or entities of government.
- b) Provide a CFMT staff member to act as the Emergency Services Coordinator (ESC), as well as an alternate to ensure 24-hour availability to the Williamson County Emergency Operations Center (WCEOC), when requested by the Williamson County Emergency Management Agency ("EMA"). The CFMT will provide background information for their assigned ESCs to the EMA for background checks/credentialing. Should the disaster affect Middle Tennessee broadly, it may be impossible or inadvisable for CFMT staff to get to the WCEOC. In such cases, The CFMT will focus on activating online and other communications to promote and facilitate contributions in support of the affected areas of Middle Tennessee with special regard to Williamson County's unique needs. Such work will be handled centrally.
- c) Utilize information provided from the damage and needs assessments of the EMA to request donations from the public. Cash donations will be encouraged and unneeded in-kind goods will be discouraged by all parties to this agreement.
- d) Provide to the EMA a copy of its own agency disaster preparedness plan, if requested.

CONTRIBUTIONS:

- e) Establish, in conjunction with the EMA, a communications plan to solicit donations from individuals, corporations and foundations for The Williamson County Disaster Response Fund ("the Fund").
- f) Collect cash, non-cash, securities and credit card donations at The Community Foundation of Middle Tennessee by hand delivery, mail, or through electronic transfer, and, deposit said contributions into the Fund at The Community Foundation of Middle Tennessee in accordance with The CFMT's procedures.

- g) Solicit, primarily, online financial donations. Donations through the mail and other means will, of course, also be encouraged.
- h) Manage and account for donations including acknowledging the donations and issuing charitable tax receipts to the donors as appropriate.
- i) Field and respond to telephone inquiries regarding donations at a number released through joint communications.
- j) Coordinate with EMA to field donation calls, as needed.
- k) Create, and update when appropriate, a phone script about specific methods for donating that can be used by EMA, City, and County hotlines and other public information opportunities.

GRANT DISTRIBUTIONS:

- l) Manage the distribution of donations to those nonprofits serving victims of the disaster and provide guidelines for the use of and accountability for these distributions.
 - m) Convene and facilitate the work of The Williamson County Disaster Response Fund Advisory Committee, which is comprised of a representative of the: Williamson County Mayor, City of Franklin Mayor, Williamson County Emergency Management Agency, Williamson County Chamber of Commerce, United Way of Williamson County, faith-based community in Williamson County, local corporations, and representatives from The Community Foundation of Middle Tennessee which may include the President, Board Chair, and/or designated Board representatives, and other community leaders as deemed appropriate. This Committee will evaluate all requests for assistance and will recommend distributions from the Fund to tax-exempt, non-profit organizations assisting in the efforts to rebuild lives and address the needs of the Williamson County community in the wake of disaster. As a result, members should be prepared to meet as needed and sometimes at short notice. It is vital to the effectiveness of this Body, that there be continuity in representation so those named to the Committee will not be able to send substitutes, no matter how busy they are. As the charitable repository for cash, securities and credit card donations, The Community Foundation of Middle Tennessee must maintain ultimate authority and control over all property of the Fund.
 - n) Notify the City, County, and EMA, as well as the Committee members themselves, of any meetings of The Williamson County Disaster Response Fund Advisory Committee.
 - o) Establish procedures necessary to track Fund activity for reporting into State, Federal and local agencies, as well as to the public.
 - p) Require, in grant award agreements, the funded agency to inform recipients of services provided through awards from The Williamson County Disaster Response Fund that those services/supports were funded through The Williamson County Disaster Response Fund of The Community Foundation of Middle Tennessee. Also require the funded agency to acknowledge funding from The Williamson County Disaster Response Fund of The Community Foundation of Middle Tennessee in its public information such as: websites, newsletters, press releases, and social media.
 - q) Serve as a member of the Long Term Recovery Committee to oversee financial components of the recovery process, if possible.
2. Williamson County and The City of Franklin ("County/City") will:
- a) During Emergency Activation, notify The Community Foundation's Emergency Services Coordinator (ESC) through the means they deem appropriate (phone call or email) and advise them of their role in the activation of the Williamson County Emergency Operations Center (WCEOC). If the activation scenario does not warrant the mobilization of a donation ESC or the scope and circumstance of the disaster make it

- impossible or inadvisable for the CFMT to be represented in the WCEOC, the EMA will brief The Community Foundation of Middle Tennessee about the situation.
- b) Provide official photograph credentialing/access to all CFMT individuals who are designated ESC's. Provide a brief EMA orientation and tour to these ESCs to answer key questions about their roles.
 - c) Assist the CFMT in formulating metrics for tracking donations during a declared incident, to facilitate the integration of results from the CFMT into the overall disaster declaration report as necessary.
 - d) Notify the CFMT of all appropriate internal training opportunities for the CFMT staff, make the CFMT aware of external training opportunities available through various state/federal agencies, and include the CFMT in the planning and execution of any relevant exercises or drills that test WCEOC activation. CFMT attendance is not mandatory.
 - e) Notify and invite representatives from the CFMT to any activation of an Unmet Needs or Long-Term Recovery Committee, ensure that the discussion of cash/grant needs is prominent in the training.
 - f) Designate an EMA representative to serve on The Williamson County Disaster Response Fund Advisory Committee to assist with the development of grant-making priorities pursuant to each specific disaster.
 - g) Create a security/safety management plan for the collection of monetary donations, in coordination with Franklin or Williamson County Law enforcement, if needed.
 - h) Assist in engaging the County/City IT Departments to provide the appropriate technology and equipment to assist in donation intake, if needed. Technology and equipment may include but will not be limited to phones, phone lines, and computers during a declared incident.
 - i) Assist in engaging the County/City staff support for entry and processing of donation information, if needed.
 - j) Provide information to the CFMT from the damage and needs assessments, to help inform the distribution of grants.
 - k) Encourage cash donations and discourage unneeded in-kind goods in all communications.
 - l) Refer County/City/EMA Hotline callers who want to make monetary donations to The Williamson County Disaster Response Fund.
 - m) Include the CFMT as a recipient of all press releases issued from the Williamson County Emergency Operations Center (WCEOC).

3. General Communication between The Community Foundation of Middle Tennessee, Williamson County, and The City of Franklin:

As partners, the County, the City and CFMT have a shared goal: effective and quick mobilization to help the citizens of Williamson County recover from catastrophic events. We can assist each other most effectively with open and transparent communication. If a disaster is regional, The CFMT, Williamson County, and The City of Franklin will evaluate appropriate staffing and messaging to the general public. This includes reciprocity in the following areas:

The County, City and CFMT will:

- a) Designate a lead staff person to manage the relationship between agencies.
- b) Meet annually to review the partnership and make improvements to procedures or the overall essential support function.

- c) Include the designated staff representative in meetings, public forums other opportunities that will improve the relationship, the fulfillment of this MOU or generally build learning and good will between the partners.
 - d) Update each other with names and contact information for staff assigned to this function.
4. The parties to this MOU shall not discriminate on the basis of age, race, sex, color, national origin, Or disability in hiring and employment practices, or in admission to, access to, or operation of programs, service, and activities.
 5. The parties to this MOU agree to comply with all applicable federal, state, and local laws, and regulations.
 6. Nothing herein shall in any way create a partnership or joint venture between the parties or create the relationship of principal and agent. None of the parties hereto shall hold itself out in a manner contrary to the terms of this paragraph. No party shall become liable for any representation, act, or omission of any other party.
 7. To the extent CFMT gains access to the County or City Emergency Management Operational Plan (EMOP) or other contingency plans used by government to respond to acts of terrorism, violence, or other man-made disaster, CFMT shall treat those plans as confidential and not open for public inspection.
 8. This memorandum may be terminated upon approval of The Community Foundation of Middle Tennessee's Board Chair or President and the County Mayor and the City Mayor.

9. Parties.

The Community Foundation of Middle Tennessee:

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Williamson County:

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Phone: 615-790-5700

City of Franklin:

Dr. Ken Moore, Mayor
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Phone: 615-791-3217

Williamson County EMA:

Mac Purdy, Director
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Franklin, TN 37064
Phone: 615-790-5752

APPROVED BY:

WILLIAMSON COUNTY, TENNESSEE

THE CITY OF FRANKLIN, TENNESSEE

Rogers Anderson, Mayor DATE

Dr. Ken Moore, Mayor DATE


WILLIAMSON COUNTY EMA

THE CITY OF FRANKLIN, TENNESSEE

Mac Purdy, Director DATE

Eric S. Stuckey, City Administrator DATE

THE COMMUNITY FOUNDATION OF MIDDLE TENNESSEE

 4/15/15

Ellen Lehman, President DATE

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