

MEMORANDUM OF UNDERSTANDING
for the
Basic Needs Coalition of Central Texas
Between
Collaborative Partners

I. Mission & Purpose

A. The mission statement of the Basic Needs Coalition (BNC) is “Working together to create a community in which each person has the resources to meet their basic needs.” Basic Needs are defined as food, clothing and housing as related to rent, mortgage, and utility assistance.

B. The purpose of the Basic Needs Coalition is to:

1. Design, develop and implement an improved basic needs service delivery system that eliminates existing barriers to service and streamlines the current delivery system.
2. Maximize services and resources through the development, coordination, and implementation of effective strategies for service delivery,
3. Assist community policymakers, service providers, funders and citizens in addressing basic needs in Austin and Travis County; and
4. Serve as an advisory body of the Community Action Network (CAN).

C. The purpose of this Memorandum of Understanding is to detail the coordination, management and operation of the Basic Needs Coalition and stipulate the overall guidelines and responsibilities of the collaborative partners.

II. Organization & Responsibilities

- A. The Basic Needs Coalition is a collaboration of partnering agencies that provide critical basic needs services to residents who represent a diverse population in terms of gender, ethnicity and age and live in Austin and/or Travis County.
- B. The responsibilities of the Basic Needs Coalition are outlined under Article IV of the Bylaws adopted August 25, 2005.

III. Collaborative Partners & Their Responsibilities

- A. The Collaborative Partners are organizations and agencies drawn from a broad spectrum of the community who are committed to fostering the mission and purpose of the Basic Needs Coalition and who maintain membership in good standing on the Basic Needs Coalition.
- B. The role(s) of the participating agencies will vary based on the capability of the agency to provide basic needs services to the clients, the funding distribution level, and active participation in the membership of the Basic Needs Coalition. All members fit into one of the following two categories.

1. Responsibilities of Best Single Source Funded Partners

- a. Provide necessary support staff and expertise to help carry out the mission of the BNC and BSS.
- b. Provide case management support to clients including intake; assessment; planning; monitoring and evaluation.
- c. Maintain technical staff supports to meet reporting requirements of funding partners and maintain data base information and operations.
- d. Comply with the required fiscal and evaluative reporting requirements.
- e. Seek funding and support for the general operation of the Best Single Source in cooperation with the Coalition.
- f. Serve on at least one sub-committee of the BNC

2. Responsibilities of Other Collaborating Partners

- a. Seek funding and support for the general operation of the Basic Needs Coalition Program in cooperation with the Coalition.
- b. Identify residents of Austin/Travis County who would qualify and benefit from Best Single Source services and refer those individuals to the appropriate agency.

- c. Identify and help address gaps in service in Austin and Travis County.
- d. Serve on at least one sub-committee of the BNC

IV. The undersigned Agency Agrees to Provide Ongoing Support to the Basic Needs Coalition by:

- A. Collaborating with all current Basic Needs Coalition Members.
- B. Bringing concerns and issues to the forefront of the Coalition.
- C. Promoting an environment that builds consensus among collaborative partners based on a foundation of knowledge, understanding and trust.

V. Sovereign Immunity

Each party specifically reserves any claim it may have to sovereign immunity as a defense to any action arising in conjunction with this Memorandum of Understanding.

VI. Memorandum of Understanding

This agreement may be amended by vote of the BNC

This agreement shall be effective upon signing by the respective parties, and shall continue unless terminated by the BNC. Any signatory may withdraw from this agreement by providing a 30-day written notice to the Chairman of the BNC.

Organization _____
Lead Representative _____
Signature of Lead Representative _____
Date _____