

## MEMORANDUM OF UNDERSTANDING

### I. Parties and Purpose

This Memorandum of Understanding (MOU) is between Polk County, Texas (County) and Catholic Charities of Southeast Texas (CCSETX) for the temporary use of office space owned by the County for the purpose of housing a temporary Disaster Care Manager (DCM). The DCM is an employee of CCSETX and will be providing long-term disaster recovery assistance to residents of Polk County who were affected by the federally declared August 2017 Harvey Flood Disaster. DCM will use space for conducting interviews and meetings with clients, other disaster service partners and for general office-based work.

### II. Space Description

The assigned space is located at 602 E. Church Street, Livingston, Texas, Room 114. The space shall be reserved for use by CCSETX and will include an office desk and chair. Control and management will be under the Polk County Office of Emergency Management.

### III. Terms

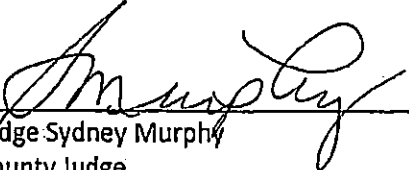
The duration for use of space will be through August 31, 2021. Extension of this period must be approved by the County. The start date for use of the space will be as soon as possible after approval of this MOU by the County.

The space will be provided at no cost to CCSETX. CCSETX will need to provide its own internet, telephone, copier and fax services.

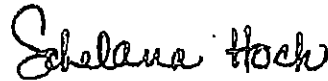
CCSETX will be permitted to place signage to indicate the disaster response program is in the building.

Issues not covered in this memorandum will be negotiated in good faith by the County and CCSETX.


This agreement is made by the following authorized representatives signing on behalf of the County and CCSETX:

  
\_\_\_\_\_  
Judge Sydney Murphy  
County Judge

Date 7/28/2020

  
\_\_\_\_\_  
Schelana Hock  
County Clerk

Date 7/28/2020

  
\_\_\_\_\_  
Carolyn R. Fernandez  
President/CEO, Catholic Charities of Southeast Texas

Date 7-31-2020