**Memorandum of Understanding**

Between

City or Parish

and

Affiliate

This Memorandum of Understanding (MOU) sets for the terms and understanding between City or Parish and Affiliate for the Keep Louisiana Beautiful (KLB) Trash Receptacle Mini-Grant Program.

**Background**

The partnership between City or Parish and Affiliate has been instrumental in keeping the public spaces of City or Parish beautiful, safe, and litter-free since year of Affiliate inception. Collaboration on previous projects such as list examples have been successful endeavors for both parties and the impact of their combined effort is greater than what either entity could have accomplished alone.

**Purpose**

This MOU outlines the roles and responsibilities of City or Parish and Affiliate for the installation, service, maintenance and impact of the five trash receptacles that may be received as part of the Keep Louisiana Beautiful Trash Receptacle Mini-Grant Program. Our goals in this partnership are to:

* Reduce the amount of litter in City or Parish by placing five trash receptacles in the following high-litter public spaces:

1. Location 1 name/address and brief description
2. Location 2 name/address and brief description
3. Location 3 name/address and brief description
4. Location 4 name/address and brief description
5. Location 5 name/address and brief description

* Track the effectiveness of the Keep Louisiana Beautiful Trash Receptacle Mini Grant Program and the impact it has on our community
* Raise public awareness of Keep Louisiana Beautiful in the City or Parish community by placing appropriate signage on each installed trash receptacle

The above goals will be accomplished by undertaking the following activities:

* Affiliate will be responsible for conducting baseline research on high-litter public spaces in City or Parish and for recommending five specific sites for receptacle placement as part of their baseline litter assessment, included in their application.
* Affiliate will be responsible for collecting data on the impact of the Trash Receptacle Mini-Grant program by measuring litter in each of these five locations.
* Keep Louisiana Beautiful will be responsible for ordering, shipping, and purchasing the five receptacles received as part of the 2017 Trash Receptacle Mini-Grant Program.
* Keep Louisiana Beautiful will be responsible for purchasing and shipping the appropriate [Keep Louisiana Beautiful logo sign](file:///C:\Users\susan\AppData\Local\Microsoft\Windows\INetCache\Desktop\Keep%20Louisiana%20Beautiful\KLB%20logos\KLB_Vertical_Large_Color.jpg) to be placed on each receptacle.
* City or Parish will be responsible for the storage of the five receptacles for a duration of up to three months, until they are installed at the recommended sites.
* City or Parish will be responsible for the timely, proper and permanent installation of each of the five trash receptacles received as part of the Keep Louisiana Beautiful Trash Receptacle Mini-Grant Program using the anchor kits provided. Receptacles will be installed at the sites recommended by the Affiliate based on their preliminary litter research. Specific trash receptacles will be approved by the city or parish prior to ordering.
* City or Parish will be responsible for regularly servicing and maintaining these receptacles, and will commit to keeping them in good working condition.
* City or Parish will be responsible for the proper placement of the Keep Louisiana Beautiful logo sign on each receptacle, as provided by KLB.

**Transfer of Ownership** **Upon Delivery and Acceptance**

Upon delivery to and acceptance by City or Parish of the five trash receptacles and any accessories attached thereto or delivered therewith, including the anchor kits to said receptacles, pursuant to the Keep Louisiana Beautiful Trash Receptacle Program, Keep Louisiana Beautiful does thereby grant, convey, assign and transfer any and all ownership and interest in and to said receptacles and accessories, together with all warranties running in favor of Keep Louisiana Beautiful and prior vendors of said receptacles and accessories from the manufacturers, to the extent assignable to City or Parish. City or Parish acknowledges, confirms and agrees that upon acceptance by City or Parish of the five trash receptacles and any accessories attached thereto or delivered therewith, including the anchor kits to said receptacles, pursuant to the Keep Louisiana Beautiful Trash Receptacle Program Upon, City or Parish shall become the sole owner of said receptacles and accessories.

**Allocation of Responsibility**

Upon delivery to and acceptance by City or Parish of the five trash receptacles and any accessories attached thereto or delivered therewith, including the anchor kits to said receptacles, pursuant to the Keep Louisiana Beautiful Trash Receptacle Program, City or Parish shall be responsible for the storage of same for a period of up to three months, until such time that City or Parish has installed the receptacles at the recommended sites.

City or Parish acknowledges, understands and agrees that the maintenance of the trash receptacles and the cleanliness of the public area at which the receptacles are located shall be the sole responsibility of the City or Parish. Keep Louisiana Beautiful and Affiliate shall have no responsibility to maintain the five trash receptacles or to provide for the regular removal of trash from or around the receptacles.

**Reporting**

Name of Affiliate Director, title, will submit an initial report to Keep Louisiana Beautiful, verifying proper installation and servicing. To evaluate the effectiveness of the Trash Receptacle Mini Grant program and the effect it has had on the community, litter assessments will be conducted by Affiliate at three points in time: baseline (pre-intervention), two weeks post-installation and six months post-installation and submitted to Keep Louisiana Beautiful. These findings will also be made available to City or Parish.

**Funding**

This MOU does not serve as a commitment from either party to contribute funds to the Trash Receptacle Mini-Grant Program. If the mini-grant is awarded to Affiliate, Keep Louisiana Beautiful will purchase and deliver five selected trash receptacles to the specified delivery address. Direct funds will not be awarded to grant recipients. Affiliate is committed to evaluating and reporting the effectiveness of this program, and City or Parish is responsible for the installation and servicing of the receptacles.

**Duration**

This MOU is at-will and may be modified by mutual consent of authorized officials from Affiliate and City or Parish. This MOU shall become effective upon signature by the authorized officials from City or Parish and Affiliate and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials from City or Parish or Affiliate, this MOU shall end on June 1, 2018.

**Contact Information**

Affiliate Director Name, Affiliate Director

Affiliate Name

Address Line 1

City/Town, Louisiana

ZIP

Telephone

Email

Authorized Representative Name of City or Parish, Title of Authorized Representative

City or Parish Name

Address Line 1

City/Town , Louisiana

ZIP

Telephone

Email

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Printed Name and Title of Affiliate Director

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Signature of Affiliate Director Date

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Printed Name and Title of Municipality Authorized Representative

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Signature of Municipality Authorized Representative Date