

# **Memorandum of Understanding**

COLUMBIA COMMUNITY LAND TRUST, INC.  
AND  
HOUSING LAND TRUST OF SONOMA COUNTY  
AND  
LAWRENCEVILLE CORPORATION

This document describes the agreed-upon responsibilities and expectations between COLUMBIA COMMUNITY LAND TRUST, INC. (Lead Organization) and the LAWRENCEVILLE CORPORATION (Partner Organization) and the HOUSING TRUST OF SONOMA COUNTY, CA for a Community Land Trust (CLT) Planning Charrette to be held October 2, 2018 in Pittsburgh, PA. The purpose of the CLT Planning Charrette is to convene CLT practitioners and thought leaders from across the nation, plan a celebration of the 50 year anniversary of Community Land Trusts in 2019 and envision a future for CLTs nationwide. The purpose of the PARTNERSHIP under this MOU is to identify roles for covering event costs and receiving event registration donations to ensure an efficient and effective stewardship of funds.

This project contains two components: (1) Lawrenceville Corporation and Housing Land Trust of Sonoma County covering all up-front costs associated with the CLT Planning Charrette (2) the Columbia Community Land Trust, Inc. accepting registration donations through its Paypal account and bank account in order to cover costs associated with the event.

## **RESPONSIBILITIES AND EXPECTATIONS**

**For this project the Columbia Community Land Trust, Inc. serves as the “lead” organization and is responsible for the following:**

- Develop an electronic registration form for the 2018 CLT Planning Charrette with input from the Planning Committee.
- Accept and track registration donations for the CLT Planning Charrette to be held on October 2, 2018 within its Paypal account.
- Transfer funds received through CLT Planning Charrette registration donations, less fees to Paypal, to the partner organizations to reimburse for event expenses by October 31, 2018.
- All fees associated with donation of CLT Planning Charrette registration and the Columbia Community Land Trust Inc. Paypal account shall be paid out of CLT Planning Charrette event registration donations received. (Paypal fees are generally \$0.85 per \$25 donated)

- Should the amount of funds received through registration donations exceed actual costs of the event as documented by partner organization, Columbia Community Land Trust shall maintain the balance of funds, or transfer to another Partner organization within this MOU for purpose of covering costs associated with the 2019 50 year anniversary event.

**Under this Agreement, Lawrenceville Corporation, PARTNER ORGANIZATION agrees to:**

- Cover all upfront lunch, beverage, snacks, meeting supply costs associated with the October 2, 2018 CLT Planning Charrette.
- Enter into all contracts and agreements with associated food and supply vendors and ensure food and supply vendors are paid for costs associated with the event.
- Receive registration donation funds from CCLT on or before October 31, 2018.

**Under this Agreement, Housing Land Trust of Sonoma County, PARTNER ORGANIZATION agrees to:**

- Cover all upfront space rental costs associated with the October 2, 2018 CLT Planning Charrette.
- Enter into all contracts and agreements space vendor and ensure vendor is paid for costs associated with the event.
- Cover all necessary insurance costs associated with rental of the facility.
- Receive registration donation funds from CCLT on or before October 31, 2018.

**TIME PERIOD**

This Memorandum of Agreement shall remain in place from May 1, 2018 through October 31, 2018 unless modified in writing before that date.

**TERMINATION**

This Agreement may be terminated in whole or in part by either party without cause. Written notice of termination shall be given in writing to the Lawrenceville Corporation, Housing Land Trust of Sonoma County and the Columbia Community Land Trust, Inc. and shall be sent via certified or registered mail with return receipt requested. Failure to honor any of the obligations stated above may also result in the termination of this Agreement.

### **HOLD HARMLESS/INDEMNITY**

Each party to this MOU agrees to indemnify and hold harmless the other for and from any claims, causes of action, or any other proceeding of any type or kind that is made against the other where such claim, cause of action or other proceeding arises from the conduct, act, omission, or commission by the other party.

Signatures of authorized agency representatives:

Columbia Community Land Trust Inc.

\_\_\_\_\_ Date\_\_\_\_\_

President

Lawrenceville Corporation

\_\_\_\_\_ Date\_\_\_\_\_

Title:

Housing Trust of Sonoma County

\_\_\_\_\_ Date\_\_\_\_\_

Executive Director