

**GRAYSON COUNTY  
COMMUNITY MITIGATION PLANNING TEAM  
MEMORANDUM OF UNDERSTANDING**

**1. Purpose**

As part of the Grayson County Community Mitigation Planning Program, a Memorandum of Understanding ["MOU"] must be executed between Grayson County ["hereinafter referred to as "the County"] and each participating City of Grayson County ["hereinafter referred to as "the Cities")"] and each other participating agency, including school districts. The Plan created as a result of this MOU will be presented to the County and the governing bodies of all participating cities and agencies for approval and adoption.

When adopted, the Mitigation Action Plan will provide guidance to the participating Cities and the County. Adopted plans serve as guides only and do not include a specific commitment by the jurisdictions and agencies. All adopted plans should address land use, community facilities, and transportation networks. Priority projects will be considered by the local jurisdictions for local funding and as a basis for requests for grants from the State and Federal government.

The intent of this MOU is to ensure that the mitigation action plan is developed in an open manner involving neighborhood stakeholders and that it is consistent with agency, City and County policies and objectives as well as serve as an accurate reflection of the values of the community. This MOU sets out the responsibilities of all parties. The MOU identifies the work to be performed by the planning team, participating agencies, the Cities and the County.

**2. Responsibilities**

***Community Planning Team Responsibilities:***

- a. Ensure that the Grayson County Community Mitigation Planning Team includes representatives for neighborhood stakeholder groups, including all residents, neighborhood associations, community groups, property owners, institutions, businesses, schools, etc. Each participating city and agency must provide at least one representative to the County team and provide active support, input and attendance at program meetings.
- b. Attend regular meetings of the planning team as coordinated by Grayson County.
- c. Assist Grayson County staff with identifying hazards and estimating potential losses from future hazard events. *[Note: this relates to and requires an all-hazards approach – not just flood or tornado hazards]*
- d. Assist Grayson County in developing and prioritizing mitigation actions to address the identified risks.
- e. Assist Grayson County in coordinating public meetings to develop the plan.
- f. Identify the community resources available to support the planning effort.

- g. Assist with recruiting participants for planning meetings, including the development of a community-wide mailing list and distribution of meeting announcements (as prepared by Grayson County) by mail and other available means.
- h. Gain the support of neighborhood stakeholders for the recommendations resulting from the planning process.
- i. Submit the proposed plan to all stakeholders/departments for review and comment and work with Grayson County to incorporate the resulting comments into the proposed plan.
- j. After adoption, appoint members to a Coordinating Committee to monitor and work toward plan implementation.
- k. After adoption, publicize the plan to neighborhood interests and ensure new community members are aware of the plan and its contents.
- l. Subsequent to State of Texas and FEMA approval of the plan, assume responsibility for bringing the plan to life by ensuring it remains relevant: by monitoring progress, through regular maintenance and implementation projects.

***Grayson County's Responsibilities***

- a. Seek available state and/or federal funding to support planning efforts;
- b. Assign a lead planning staff member, additional staff and contract with consultants as funding is available, to provide technical assistance and necessary data to the Grayson County Community Mitigation Planning Team.
- c. Schedule, coordinate and facilitate community meetings with the assistance of the planning team.
- c. Provide any necessary materials, handouts, etc., necessary for public planning meetings.
- d. Work with the planning team to collect and analyze data and develop goals and implementation strategies.
- e. Prepare, based on community input and team direction, the first draft of the plan and provide technical writing assistance for review, editing and formatting.
- f. Coordinate with all appropriate stakeholders of Grayson County during plan development.
- g. Submit the final plan to the State of Texas and provide follow up technical assistance to the Grayson County Community Mitigation Planning Team to cure any noted deficiencies subsequent to the review of the plan by the State of Texas.
- h. Upon approval by the State of Texas, submit the plan to FEMA and provide follow up technical assistance to the Grayson County Community

Mitigation Planning Team to cure any noted deficiencies subsequent to the review of the plan by FEMA.

i. Coordinate adoption and final approval process by the governing bodies of all Cities, school districts, participating agencies, and the Commissioners Court of the approved FEMA plan.

j. Submit final plan, with adoption documentation and approval signatures for all participating jurisdictions, to the State and FEMA and ensure plan is noted as complete and approved by both agencies.

k. Prepare for and attend participating agency governing body meetings, City Council, Commissioners Court and other relevant public meetings during plan consideration and plan adoption process.

EXECUTED by governing bodies of all participating local governments and agencies, in Grayson County, each respective entity acting by and through its duly authorized official as required by law, on multiple counterparts each of which shall be deemed to be an original, on the date specified on the multiple counterpart executed by such entity.

NAME OF ENTITY: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

ENTITY REPRESENTATIVE FOR PLANNING TEAM: *(required)*

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

ENTITY ALTERNATIVE REPRESENTATIVE FOR PLANNING TEAM: *(required)*

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

ENTITY ADDITIONAL REPRESENTATIVES: *(optional)*

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_