



**Memorandum of Agreement
Between
Northeast Florida Regional Council
And
ORGANIZATION NAME**

I. Purpose of the Agreement

This Memorandum of Agreement (MOA) sets forth the terms by which the Northeast Florida Regional Council (NEFRC) will award project funds from the Region 3 Healthcare Coalition Alliance's healthcare coalition program to **ORGANIZATION NAME**.

II. Funding

Based upon the application for project funding (Attachment A), the NEFRC shall pay **ORGANIZATION NAME** an amount not to exceed **\$AMOUNT** for the purchase of **XXXXX**. As equipment is paid for by regional Coalition funding, awardees are encouraged to deploy this equipment, if available and not in use, to partner agencies within the Coalition as requested.

These funds will only be paid on a reimbursement basis and must be spent by **DATE**.

III. Roles and Responsibilities

ORGANIZATION NAME will:

- Be responsible for the procurement and purchase of materials detailed in the application for project funding (Attachment A).
- Follow their agency's procurement policy to purchase the materials.
- Provide the NEFRC with an acceptable invoice and documentation to reimburse the agency. Documentation required to reimburse would include:
 - Documentation of the procurement of the materials
 - Vendor invoice for the materials
 - Proof of payment for the materials purchased
 - Reimbursement request letter from the awarded agency to the NEFRC
- Purchase and pay for the materials and submit all documentation to NEFRC for reimbursement no later than **DATE**.
- Reimbursement check from NEFRC must be deposited within 30 days of receipt or by **DATE**, whichever comes first.

Follow Us.



- Be responsible to provide storage, maintenance and training for all equipment purchased using Coalition project funds. When appropriate, it is expected that the equipment will be included in the member agency’s rotation schedule to ensure the equipment is prepared and ready for use or deployment, when needed.

The NEFRC will:

- Reimburse **ORGANIZATION NAME** within thirty (30) days of receipt of an acceptable invoice and documentation of the purchase of materials detailed in the application for project funding (Attachment A).

III. Duration of the Agreement

This agreement shall begin upon execution, no later than 90 days of receipt.

The agreement shall end no later than **DATE**.

This Memorandum of Agreement can be terminated by either party upon no less than 30 days written notice to the other party without cause.

IV. Signatures and Date

IN WITNESS THEREOF, the parties hereto have caused this Memorandum of Agreement to be executed by their undersigned officials as duly authorized.

Name
Title
ORGANIZATION NAME

Date

Elizabeth Payne
Chief Executive Officer
Northeast Florida Regional Council

Date

Attachment A

Application for Project Funding

(Project application to follow)

SAMPLE