

**AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING**

**ITEM #10-J: MEMORANDUM OF UNDERSTANDING (MOU) WITH THE HAMPTON  
ROADS MILITARY AND FEDERAL FACILITIES ALLIANCE**

**SUBJECT:**

Approval of an agreement between the HRPDC and the Hampton Roads Military and Federal Facilities Alliance (HRMFFA) for the HRPDC to host and provide financial and administrative support.

**BACKGROUND:**

HRMFFA has been renting space and procuring services for financial and administrative projects from the Hampton Roads Partnership. The Partnership will dissolve as of September 30, 2013. The HRPDC has agreed to provide space for HRMFFA at no cost, and to provide financial and administrative support as described in the attached MOU.

Attachment 10-J

**RECOMMENDED ACTION:**

Authorize the Chairman of the HRPDC to sign the MOU.

**Memorandum of Understanding  
Between  
The Hampton Roads Military and Federal Facilities Alliance  
And  
The Hampton Roads Planning District Commission**

This Memorandum of Understanding (MOU) is executed as of October 1, 2013, by and between the Hampton Roads Military and Federal Facilities Alliance, hereinafter referred to as HRMFFA, and the Hampton Roads Planning District Commission, hereinafter referred to as HRPDC.

The parties hereby agree as follows:

1. All fiscal policies, practices and decisions of HRMFFA shall be established by and under the control and direction of its Board and authorized agents and officers.
2. The HRPDC shall receive, hold and disburse grant and other funds payable to and belonging to HRMFFA. All funds and other assets of HRMFFA shall be separately identified in QuickBooks and reside in the SunTrust checking and money market accounts, and the Monarch CDs attributed to HRMFFA
3. Assets of HRMFFA shall be held and invested only in such accounts or in such form as are authorized for the investment of public funds under the laws of the Commonwealth of Virginia and any other applicable law, regulation or grant requirement.
4. Attachment A to this MOU details the services to be provided by the HRPDC to HRMFFA for an annual fee of \$20,500. It also lists various 'a-la-carte' services that the HRPDC can provide to HRMFFA for an additional fee, depending on which services HRMFFA requests.
5. Monthly, the HRPDC finance staff shall prepare and submit to HRMFFA's Executive Director a financial report reflecting all receipts, disbursements, cash, and cash equivalents on hand as of the date of the report. The books and records of HRMFFA shall be open to review and inspection at all times by the officers and Board of HRMFFA, or their designee, upon reasonable notice. The provision of all fiscal services by the HRPDC shall in all events conform to and comply with the requirements of all applicable regulations as determined by the provisions of State, Federal or other grants, and all other applicable laws.

In Witness Whereof, the parties have caused this Memorandum of Understanding to be executed by their duly authorized officers as of the date first set forth above.

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Mary Jones, Chair  
HR Military & Federal Facilities  
Alliance

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Thomas G. Shepperd, Jr., Chair  
HR Planning District Commission

**ATTACHMENT A**  
**Between**  
**The Hampton Roads Military and Federal Facilities Alliance**  
**(HRMFFA)**  
**And**  
**The Hampton Roads Planning District Commission**  
**(HRPDC)**  
**October 1, 2013**

The parties hereby agree as follows: The HRPDC will provide the following services to HRMFFA for an annual fee of \$20,500:

- Receptionist to answer incoming calls and direct visitors
- Administrative Support for routine office processes
  - Assistance with mailings, copying, letters, etc.
- Accountant
  - To administer all financial activities
    - QuickBooks
    - Reporting
    - Accounts Payable
    - Accounts Receivable
    - Payroll
- IT Support
  - Internet and phone connectivity
  - Day-to-day computer support

The HRPDC may also provide additional support to HRMFFA for an additional cost, that will be directly billed. These 'a-la-carte' services could include (but not be limited to), for example:

- Assistance with meetings
  - Set up
  - Attendance
  - Power-point assistance
  - Stenographer
  - Food
- Postage
- Copies
- Outside Printing
- Graphics
- Report creation
- Excess IT support
- Annual audit fee