

**MEMORANDUM OF UNDERSTANDING  
(MOU)**

This MOU is between  
The Salvation Army, a GA Corp., for The Salvation Army Sarasota Area Command (TSA), and  
The City of North Port for the  
**Low-Income Home Energy Assistance Program (LIHEAP)**

**Purpose and Goals:** This MOU sets forth the terms between The Salvation Army, a GA Corp., for The Salvation Army Sarasota Area Command (TSA) and the City of North Port Social Services Division, the PARTIES, for collaboration in providing services related to the **Low-Income Home Energy Assistance Program (LIHEAP)**. The undersigned providers of energy assistance programs agree to coordinate services for households applying for LIHEAP funds.

The City of North Port Social Services Division staff will complete the appropriate intake, application and qualifying information and scan into HMIS. The City of North Port Social Services Division staff will notify The Salvation Army Sarasota Area Command (TSA) via email no later than 2:00 p.m. each business day for approval and a commitment to the respective energy company. The City of North Port Social Services Division staff will maintain a list of clients they have assisted and a client chart for each application whether approved or denied.

TSA staff will utilize their professional staff and facilities to review the transferred documents to ensure each qualifies within TSA and LIHEAP qualifications and guidelines. If funds are available, TSA will use their administrative services and staff to process and mail the payment(s). The permanent record(s) will be maintained at The Salvation Army Sarasota Area Command located at 1400 10<sup>th</sup> St., Sarasota, FL 34236.

Coordination between agencies will prevent duplicate assistance payments during the same funding period. To the extent allowable by law, Client records will be maintained in confidentiality by both agencies which will include the type of assistance requested, the date requested, the disposition of the application and if approved, the amount of the payment to the client. Both providers will work to increase the quality of services provided to all participants.

**Privacy:** Both providers agree to abide by the Health Insurance Portability and Accountability Act Final Privacy Rule, 45 CFR Parts 164.306(a)(4) and 164.308(a), Health Information Technology for Economic and Clinical Health Act, as well as all applicable federal and state laws pertaining to confidentiality of client records.

**Duration:** This MOU is at-will and may be terminated at any time by either PARTY with a 30-day written notice. Otherwise, this MOU agreement period shall be in effect from March 1, 2017 to March 31, 2018.

**City of North Port, Florida**

Jonathan R. Lewis

Authorized Representative

Jonathan R. Lewis  
Jonathan R. Lewis, ICMA-CM  
City Manager

Date: 3/14/17

Approved as to form and correctness:

BY: Mark Moriarty  
Mark Moriarty, City Attorney

**The Salvation Army, a GA Corp., for  
The Salvation Army Sarasota Area Command**

Kenneth Luyk  
Authorized Representative

Kenneth Luyk, Florida Divisional Commander  
Printed Name:

Date: 2/21/17

ATTEST:

BY: Patsy C. Adkins  
Patsy Adkins, MMC, City Clerk



## **THE SALVATION ARMY POLICY STATEMENT ON RELATIONSHIPS WITH OTHER GROUPS AND ORGANIZATIONS**

The Salvation Army in the United States works cooperatively with many groups - governmental, social service, civic, religious, business, humanitarian, educational, health, character building, and other groups - in the pursuit of its mission to preach the Christian Gospel and meet human need.

Any agency, governmental or private, which enters into a contractual or cooperative relationship with The Salvation Army should be advised that:

1. The Salvation Army is an international religious and charitable movement, organized and operated on a quasi-military pattern, and is a branch of the Christian church.
2. All programs of The Salvation Army are administered by Salvation Army Officers, who are ministers of the Gospel.
3. The motivation of the organization is love of God and a practical concern for the needs of humanity.
4. The Salvation Army's provision of food, shelter, health services, counseling, and other physical, social, emotional, psychological and spiritual aid, is given on the basis of need, available resources and established program policies.

Organizations contracting and/or cooperating with The Salvation Army may be assured that because The Salvation Army is rooted in Christian compassion and is governed by Judeo-Christian ethics, The Salvation Army will strictly observe all provisions of its contracts and agreements.

Commissioners Conference:  
May-96