Memorandum of Agreement
between
Hour Exchange Portland and Munjoy Hill Neighborhood Organization
CDBG Grant First Step Weatherization Program July 2010-June 2011
Portland, Maine

With CDBG grant funding the Hour Exchange Portland will:

- Hire and coordinate the Weatherization Tech Supervisor
- Conduct the Home Evaluations
- Training of Green Team members
- Supervise the work done on homes
- Coordinate volunteers and home scheduling
- Address additional referrals for other assistance
- Coordinate material purchasing and installation
- Report to the City of Portland quarterly on the progress of the program.

With CDBG grant funding the Munjoy Hill Neighborhood Organization will receive up to $1,000 of the grant on an expense-to-expense basis to fund the coordination of the following:

- Identification and referrals of homes within the MHNO area and, with collaborating neighborhood organizations, homes in other Portland neighborhoods
- Help to identify and reach out to residents and landlords of homes particularly weather inefficient and which affect the comfort and wallets of tenants and home owners
- Help recruit volunteers for the Green Teams from each neighborhood in collaboration with each neighborhood organization
- Work to promote the CDBG Grant First Step Weatherization Program through advertisements and features in the "Munjoy Hill Observer" newspaper.

Both the Hour Exchange Portland and the Munjoy Hill Neighborhood Organization will ensure that program activities are conducted in compliance with all applicable Federal and State laws; priority will be to serve those in most need; and discrimination of any kind will not be tolerated. HEP and MHNO will work together to evaluate the effectiveness of the program in weatherizing the optimum number of homes. Should either organization renege on this agreement in any aspect, the other has the right to terminate the partnership.

_____   _____
Linda Hogan, Executive Director   Katie Brown, President
Hour Exchange Portland   Munjoy Hill Neighborhood Organization

_____   _____
Date   Date